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# STANDING ORDERS

OF THE

# ROYAL CANADIAN RIFLES,

ISSUED

MAY, 1861.



Montreal:

PRINTED BY JOHN LOVELL, ST. NICHOLAS STREET.

1861.

## REGIMENTAL ORDERS,

Montreal, 1st May, 1861.

A Book of Instructions, founded on the Queen's Regulations and Customs of the Service, having been this day published, with the sanction of Lt. Gen. SIR W. F. WILLIAMS, Bart., K.C.B., Colonel of the Corps, the Lieut. Colonel directs that it be now adopted as the "Standing Orders" of the Regiment, for the guidance of Officers and all others concerned, and the facilitating, especially at outposts, of a uniform mode of carrying on the duty.

W. H. BRADFORD, Col.

*Lieut. Col. Comm'g.*

## STANDING ORDERS.

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### OFFICERS ON REGIMENTAL DUTY.

1. When the number of Officers at a post admit of it, there will be a Captain and a Subaltern on duty.

The Captain from Rouse on Sunday morning until the following Sunday at the same hour;—the Subaltern from Rouse on one day until Rouse the next.

2. If the number of Officers will not allow of the Captains having at least two weeks, and the Subalterns five days clear, then the Orderly Officers' duty will be taken from the Senior Captain to the Junior Subaltern.

3. As it is difficult to draw up a Report suitable to all posts and circumstances, a form for the time being will always be found for reference in the Orderly Room.

The Report will be numbered by paragraphs, and in the event of any portion of the duties not being performed, the number of the paragraph must nevertheless be inserted, and opposite to it the reason for the omission. The Captain will send in a report of what he has done, with any remarks he has to make. He may call upon the Orderly Officer to perform any of his own duties, and in like manner he may notify to the Subaltern that he will take certain portions of the duties of the latter. In these cases, he will add to his own report what duties he has performed for the Subaltern, who is to be considered a sort of auxiliary to the Captain.

4. As the Captain is on for a whole week, he need not confine himself to Barracks; but the Subaltern must not leave them unless temporarily obliged to do so from the nature of his duties.



5. When an Orderly Officer is stationed out of Barracks, he must confine himself to his quarters when not actually out on duty. Orderly Officers will attend all parades and drills with their Companies, unless otherwise ordered.

6. An Orderly Officer visiting a guard, acts for the time being as an officer on guard. He should enter the guard room, examine the boards of orders, and everything under charge. He will visit the sentries by day and night, observe whether they are soldier-like and alert on their posts, and personally ascertain that they know their orders. Officers are specially warned against that worse than useless mode of visiting a guard, which consists only in receiving its salute. Guards must be turned out at least once by day and once by night,—the day reckoning between guard-mounting and retreat, the night between that time and reveille. Ten o'clock p. m. is, from the custom of the service, recognised as the earliest hour for the night visit. The Orderly Officer, however, will not confine himself to any particular time, if he has reason to suspect laxity or irregularity.

A loose way of doing sentry duty appears to be very readily fallen into by old soldiers, and the Lieutenant-Colonel calls not only upon the officers on duty, but all officers and non-commissioned officers, to notice and report any instance of this that they observe on their walks.

7. In the event of any complaint being made against rations of provisions, fuel, light, or forage, at the time of inspection, the Orderly Officer will stop the issue and report at once to the commanding or senior officer in barracks. (For further information in a case of this kind, see Commissariat Regulations.) Any complaint made of rations after they are cooked, will be noticed in his report, unless the grievance was one that he was able to remedy then and there.

8. The Orderly Officer will refrain from ordering men any punishment for irregularities that may come under his notice, but he will direct a report in writing to be made to the Captain of the Company, who will either dispose of the matter or submit it, if necessary, to the Commanding Officer. When such a case is settled by the Captain, he will write upon the report the punishment he ordered, and forward the same to the Orderly Room.

9. The practice of the Orderly Officer allowing men who have been reported absent from Tattoo, but returning before "Lights out," to go to their rooms, has a bad tendency and must be discountenanced. Once a man is reported absent, he is guilty of a breach of regulations, and should be confined and brought before the Commanding Officer.

10. It is not the duty of the Barrack Orderly Sergeant to look for the Orderly Officer when the bugle sounds. The Officer himself must find his way to barracks by the time his presence is required. X

11. The men will not commence their meals before the second bugle, but they are never expected to wait beyond that time, whether an Officer makes his appearance or not.

12. When there is a Captain and Subaltern on duty together, the latter will forward his report through the former.

13. When visiting meals, barrack-rooms, cook-houses, rations, and school, the Orderly Officer may for the time lay aside his sword, though not his pouch-belt, which is the badge of duty.

#### STAFF SERJEANTS.

1. The Serjeant-Major is under the directions of the Adjutant, and will perform all duties in the manner detailed to him by that Officer.

The Quarter-Master Serjeant is under the special directions of the Quarter Master.

The Serjeant Instructor of Musketry of the Officer Instructor.

The Pay-Master Serjeant of the Pay Master; and the Hospital Serjeant of the Medical Officer in charge.

The Orderly Room Clerk is under the Adjutant.

The Armourer Serjeant is to be considered especially under the Quarter Master, but will take orders from Officers Commanding Companies in all matters relating to arms. Ordinary inspections are a part of his duty for which no charge can be made, but if a Captain wishes to have the Rifles taken to pieces at any particular inspection, one penny per Rifle will be charged against him. In these cases the locks will be cleaned and oiled when put together. (See paragraph 36, page 100, Queen's Regulations.)

2. As the Staff Serjeants are thus placed under the direct control of the Officers at the head of the several regimental departments, interference with their duties on the part of other Officers should be, whenever possible, avoided; any necessary report on their conduct being made afterwards either to the head of the department, or the Commanding Officer.

These directions must not be considered by the Staff Serjeant as giving countenance for a moment's hesitation on his part to obey an order given by a superior, obedience being the first duty of every soldier.

Assistants to any of the Staff Serjeants are requested to be dealt with in the same spirit, so far as matters relating to their office are concerned.

3. The Hospital Serjeant being responsible for the kits, clothing and other property of patients admitted into hospital, it is expected that he will report to the Commanding Officer any deviation from the provisions of paragraph 2, page 9, regarding men's necessaries.

#### REGIMENTAL ORDERLY SERJEANT.

1. On posts where two or more Companies are stationed, there will be a Non Commissioned Officer (full rank if possible) warned daily for the above duty, who will be styled the "Regimental Orderly Serjeant."

He will be on duty from guard mounting to guard mounting. He will assist the Orderly Officer, and accompany him in his visits to the Barrack rooms, his inspection of rations, to evening parade, and the collection of reports at Tattoo. He will visit the canteen frequently, and take notice of any irregularity. He will be held responsible for the general cleanliness of the Barracks, and attend to such orders as he may receive from the Quarter Master on this point. He will see that the urine tubs belonging to the single men's rooms are taken to the places appointed for them, and partly filled with clean water, within one hour from Rouse sounding. In frosty weather the putting water into these tubs may be dispensed with. On accompanying the Orderly Officer round the Barrack rooms at breakfast hour, he will collect from the Orderlies of Com-

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2. The Regimental Orderly Serjeant will not on any account leave the Barracks during his tour of duty, and will at all times appear properly dressed, and with side arms.

3. On detachments consisting of one Company only, or under particular circumstances, the duties of the Regimental Orderly Serjeant, may at the discretion of the Officer Commanding, be added to those of the Company Orderly.

### REGIMENTAL ORDERLY CORPORAL.

1. When the number of Non Commissioned Officers at a post will admit of it, a Lance Corporal will be detailed daily, who will be called the "Regimental Orderly Corporal," and take his duties from rouse to rouse.

2. On his receiving the sick reports from the Regimental Orderly Serjeant, as directed in paragraph 1, page 8, he will make out a report as per Form 22. He will direct the orderly bugler to sound for Company's Orderlies at 8.30 a.m. in summer and 9.30 a.m. in winter, and receive over from them all men reported sick and all convalescents, *with the kits of men reported sick and their lists of necessities.*

3. He will march the men to hospital and remain there until the Medical Officer makes his morning visit. He will lay the report Form 22, before the Medical Officer who will mark against their names how the men are disposed of. He will then return to Barracks and report to the Orderlies of Companies to which the sick men belong, whether they have been admitted to hospital or otherwise. This report will be handed to the Serjeant Major.

4. He will also receive from the Orderlies of Companies the names of all women and children reported sick *and too ill to attend Hospital*, which he will hand over to the Medical Officer. See Form No. 20.

5. The Medical Officer may, if he thinks proper, call upon the Regimental Orderly Corporal to accompany him in his visits to those women and children who are reported sick. He will again visit the hospital at such hour as may be named by the Medical Officer,

and march all men discharged from hospital into Barracks, delivering them over to the Orderlies of Companies.

6. He will call at the Serjeant Major's quarters on the first bugle sounding for Officers' Mess, and receive from him the Regimental Order book for the purpose of shewing orders to the Staff Officers, which duty must be performed before the second bugle sounds for Officers' Mess.

7. He will not on any account leave the Barracks, except in the performance of his duty, and will at all times appear properly dressed and with side arms.

### COMPANY ORDERLY.

1. There will be an Orderly Non Commissioned Officer for each Company. His duty will commence on Sundays after the issuing of the regimental orders for the day, and continue until the next Sunday at the same hour, both the old and new Orderly Attending for orders on that day.

2. This duty will be taken from the Senior Serjeant (Pay Serjeants excepted) down to the junior Lance Corporal of the Company. He will call the roll of the Company in the different Barrack rooms half an hour after rouse sounding, also after the quarter bugle for each meal and the first post for Tattoo. In married rooms the roll need not be called at meal hours. If any man is absent he will make out a report as per Form No. 14, sign the same himself, and give it to the Orderly Officer when the latter makes his visit to the Barrack rooms. The report for Rouse roll call will be given in with the breakfast report, the reports for Tattoo will be collected on Tattoo parade. The Company Orderly will also report verbally to the Pay Serjeant when men are absent without leave, and attend with him at the inspection of the absentee's kit.

3. He will make out the state for morning parade as per Form No. 38, which will be signed by the Senior Officer present on parade with the Company, the Company Orderly signing the back of the State at the place where the casualties are entered. When a man is absent from parade or quarters without leave, it will be shewn on the front of the State; and his name and regimental number, with the original date of his absence, will be entered on the back. No



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other absent report beyond this, need be rendered for morning parade. The Company Orderly will also make out a State for evening parade as per Form No. 31 and sign the same himself, also a duty state as per Form No. 37, to be rendered weekly to the Orderly Room, on such day as may be determined upon. This state is to be signed on the front by the Captain, and on the back by the Orderly Serjeant. He will make out all crimes of men confined. In the event of any other person than himself confining a man of the Company, he will receive a statement of the offence, with the names of the evidence, either verbally or in writing, from that individual.

4. He will attend at the Orderly Room at the hour appointed to make out regimental orders and the detail of duty for his Company for the following day; after which he will lose no time in warning personally all men who may be for duty. Any man not in Barracks at that hour must be warned by him when he calls the roll at Tattoo. He will likewise make known to the Company, all orders of a public nature received from the Orderly Room. The Company Order Book will be by him taken to morning parade, for the orders of the preceding day being read by the Officer commanding the Company.

5. He alone is responsible for the correct keeping of the Company duty roster, and consequently no other man will be allowed to make any entries therein.

6. He will submit to the Pay Serjeant the names of all men either admitted to, or discharged from, hospital or confinement, also of every circumstance affecting the pay or rations of the men of the Company.

7. He will show all crimes to the Pay Serjeant before they are sent to the Captain for signature, and will report verbally to the Adjutant and Serjeant Major when any man of his Company is confined.

8. He will parade all parties for duty, also the Company on all occasions of parade.

9. On prisoners of his Company being brought before either the Captain or Commanding Officer, he will attend, whether he is evidence or not. He is responsible that all evidences are warned that they are such, against any man confined.

10. He will receive over from the Quarter Master or his Serjeant, the Company's allowance of wood on issuing days, and divide the same to the different rooms of his Company. He will attend at the Quarter Master's store on the day appointed, and draw the weekly allowance of candles for his Company, dividing the same to the different rooms.

11. On all occasions of the bugle sounding for Company Orderlies he will immediately repair to the regimental parade ground, and orders he may there receive must be immediately communicated to all concerned.

12. He will attend parades and drills with his Company. All his duties must be performed in clean fatigue dress. When parading men for guard or other armed parties, he must wear his side arms.

13. He will inspect the Company's cooking stoves daily, when they are placed in the cook house, and give in—when his tour of duty is over—a written report as per Form No. 30 to the Officer Commanding the Company, recording any damages or deficiencies.

14. On calling the roll of the Company in the different rooms at rouse, he will take down the names of all reporting themselves sick, either men, women or children. He will make out a report for the men as per Form No. 19. Another as per Form No. 20, for the women and children too ill to attend hospital. He is held responsible that all men going sick take their kits with them to hospital. He will therefore make out a list of necessaries for each man, sign the same, and deliver it together with the sick reports to the Regimental Orderly Serjeant as detailed on page 8, paragraph 1.

15. If a man going sick is too ill to carry his kit he will warn another on fatigue for that purpose. He will see the arms and accoutrements of all men going sick, handed over to the Pay Serjeant. (These orders are not on any account to prevent a man in case of sudden illness being taken at once to hospital, either by night or day. In these cases the sick report and the man's kit will be attended to after his admission to hospital.)

16. He will call upon the Pay Serjeant at an appointed hour, for all documents requiring the Captain's signature. On his visit to the Captain for this purpose he will report the men going sick, the names of absentees, and any other detail connected with men,

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tain to be made acquainted with.

17. He will attend upon the Pay Serjeant for the ration return  
at the hour appointed for the issuing of rations, and will make him-  
self acquainted with the quantity of beef and bread the single mer-  
should draw, and satisfy himself on behalf of the men as to the  
quality of the rations, whether he be a single man in mess, or a  
married man. Should he be dissatisfied with either quantity or  
quality, he will respectfully bring it to the notice of the Orderly  
Officer, but this must be done before removal from the place of  
issue.

18. He is held responsible that all men who are for fatigue  
beyond the precincts of the Barracks, parade clean and properly  
dressed. On occasions of men confined to Barracks being turned  
out for fatigue, he will see them paraded, and report all present or  
otherwise.

19. When the Serjeant of the Barrack guard calls the Defaulters'  
roll for the first time in the morning as per paragraph No. 2, page  
72, he will attend and account for those of his Company who are  
absent. He will do the same the first time they are called after  
Guard mounting.

20. Where guards are mounted beyond the precincts of the  
Barracks, he will see the men's meals sent off in proper time, which  
should always be by the second bugle sounding. A Private may  
be sent with these meals unaccompanied by a Non Commissioned  
Officer, unless he happen to be a defaulter, but the man must  
invariably report his return to Barracks to the "Company Orderly."

21. He will shew orders to the Officers of his Company residing  
in Barracks, between the first and last bugle sounding for Officers'  
Mess. On his visit to the Captain, he will report to him the names  
of all men admitted to or discharged from hospital or confinement,  
or any thing extraordinary that may have happened since the  
morning visit. When the Officer in command of a Company is  
quartered out of Barracks, there must be a Private warned on fatigue  
for the day to take all crimes and passes to him for signature, and  
to shew him or any other Officer of the Company quartered out of  
Barracks, the orders, but this Private must not be called upon to  
perform any part of the Company Orderly's duty within the Bar-  
racks.



22. The Company Orderly will attend and assist the Pay Serjeant when exchanging or drawing barrack bedding or utensils from the barrack stores.

23. He must not on any account leave the Barracks during his tour of duty, unless by permission of the Captain of his Company. In such case, he will make the Serjeant Major and Pay Serjeant acquainted with the fact, and with the name of the Non Commissioned Officer who is to answer for him in his absence.

24. Serjeants and Corporals holding permanent situations are exempt from taking the duties of Company's Orderly.

25. Whenever a man is absent without leave, the Company Orderly will continue to report him at all parades and roll calls until the expiration of 5 days. When this is up, a special report as per Form No. 41, will be made to the Orderly Room. During the first 5 days of a man's absence without leave, he will be entered in the Daily State, above the line "Total at Head Quarters." After the expiration of 5 days, he will be entered in that portion of the State between the "Total at Head Quarters" and "Establishment."

#### BAND ORDERLY.

1. This duty will be taken by the Non Commissioned Officers of the band and buglers (Band Serjeant and Bugle Major excepted.) The duties in general will be the same as those of Company Orderly, such as calling the roll at the appointed hours and making out all crimes and absent reports.

2. Men reporting themselves sick, as also women and children too ill to attend hospital, must have their names given to the Company Orderly for entry in the Company sick reports.

3. All passes for men of the band must be shewn to the Band Master, after which they will be handed over to the Company Orderly in sufficient time to be sent to the Officer Commanding the Company.

4. When two or more of the band require a pass for the same time and purpose, such as playing at parties, &c., although they may belong to different Companies their names may all be included in a general pass and shewn to the Band Master, after which it will be signed by the President of the Band Committee instead of

Officers Commanding Companies, before being sent to the Orderly Room.

### COMPANY MESS CORPORAL.

1. There will be a Non Commissioned Officer, (a single man) told off in each Company to take charge of the Company's Mess. His duty will be to receive daily from the Pay Serjeant the Mess money, and accompanied by the cook and his assistant, purchase the groceries and vegetables in the cheapest and best market. Care must be taken that the articles are of a good and wholesome quality. The full amount of mess money must be expended daily.

2. Neither the Corporals nor cooks are permitted to accept of any fee or gratuity in the shape of discount or under any other pretence, on payment for articles purchased for the Company's mess.

3. The mess book must be signed daily by the Captain of the Company, and the Mess Corporal. The Captain on doing so will satisfy himself that the money has been equitably expended, the computations correctly made and the signature of the tradesman attached in acknowledgment of payment.

### PAY SERJEANTS.

1. The duties of Pay Serjeants are so various that it will be only practicable to set some of them forth under the head of instructions. Though the Captain is not only in all things the responsible person but one who has so much in his power with regard to the comfort and happiness of his men, the character and efficiency of the Pay Serjeant cannot be too much looked to and his position respected. From his more immediate contact with them, he may very much influence the tone of the Non Commissioned Officers and men of his Company. Every Non Commissioned Officer, and every private soldier, may and should aspire to be qualified for the duties of Pay Serjeant, and the following instructions will be found useful to all ranks in directing their attention to the information required.

2. The Pay Serjeant stands in the position of Company Serjeant Major (that is when he holds the rank of Color Serjeant, which is

now almost general in the service.) In addition to his being thoroughly acquainted with his own duties, he should be able to instruct all under him in theirs. Being termed "Company Instructor" in the Instruction of Musketry book, the knowledge of this has also to be acquired.

3. In addition, it is the duty of these Non Commissioned Officers, as well as their interest, to qualify for the more important positions of Regimental Serjeant Major, and Quarter Master Serjeant. On all detachments they have every opportunity of learning these duties by actual practice. At Head Quarters they may have the opportunity given them of drilling defaulters or marked men at any convenient time, and the Quarter Master is requested to encourage them to devote a spare hour occasionally towards learning the duties of his office. The Commanding Officer considers it his duty, both for the good of the service and that of the Regiment, to see that the situations of Serjeant Major and Quarter Master Serjeant, shall be filled by the men best qualified without reference to seniority.

4. The Pay Serjeant makes out all returns connected with the pay, rations, clothing, or other allowances of the soldier. In short he makes out every return and document connected with his Company, except those belonging to the Company Orderly.

5. He keeps the accounts between the soldier and the Captain, and for this duty he will be paid by the Captain, out of his contingent allowance, the sum of 8 pence sterling per diem. He should attend if possible at the taking or giving over of Barracks to be occupied or vacated by his Company, also at all Barrack inspections. On these occasions he should note all damages or deficiencies in the different rooms, so that when the bill for damages is presented against the Company, he may be able to charge each individual with his fair share. (For further particulars on this head see "Barrack damages," par. 1, page 73, also par. 7, page 17.)

6. On all occasions of drawing bedding from store, or exchanging these or barrack utensils after an inspection, he will personally attend, assisted by the Company Orderly, taking steps to trace the owners of any extra dirty, or damaged bedding, so that they may be held to pay for the same; and payment incurred for such

things, or for articles deficient, should not be included in the general charge against the Company, but paid for by the persons in fault.

7. As it is scarcely possible that barrack damages can be charged to a Company without a profit or loss on the whole, the fairest way is for the Pay Serjeant to keep a running account with the Company, charging on the one side the bill for damages, and crediting on the other the amount charged the Company in each month. This account to be balanced annually by the Captain.

8. The Pay Serjeant has, under the Captain, charge of the arms, accoutrements, great coats, appointments, &c., of the Company, and must at all times be liable to render a correct account of the same.

9. The pay of the different ranks of Non Commissioned Officers and men is as follows:—

RANKS.	Serving 21 years.		Serving 25 years.	
	s	d	s	d
Serjeant Major,.....	3	2	3	4
Quarter Master Serjeant,.....	2	8	2	10
Serjeant Instructor of Musketry, 2nd Class,.....	3	0	0	0
Color Serjeants,.....	2	6	2	8
Serjeants,.....	2	0	2	2
Corporals,.....	1	4	1	5
Buglers,.....	1	1	1	2
Privates,.....	1	0	1	1

Boys enlisted for the Regiment under 15 years of age, 10 pence.  
On completing 15 years of age, 1s. 1d.

Buglers appointed previous to 1st September, 1850, 1s. 2½d.

The above rates are exclusive of good conduct or additional pay.

The Pay Master Serjeant, Orderly Room Clerk, Hospital Serjeant, Armourer Serjeant, and Bugle Major receive the pay of Serjeants. The Pay Master Serjeant and Orderly Room Clerk after three years service as such, and the Hospital Serjeant after seven years, are entitled to the rank and pay of Color Serjeants.

10. The proportion of a soldier's pay allowed to be applied for messing and washing, is not to exceed the sum of 4s. 4½d. per week,

that is, 7d. sterling per diem for rations and messing, and one half-penny sterling per diem for washing. The charge for washing when a soldier has been in Hospital, in confinement, or otherwise absent from his Company, is to be made at the above rate, and according to the number of days he may have been in mess.

The whole of the stoppages from the soldier's pay must in no case exceed the following rates, unless at the request of the soldier himself, or by sentence of Court Martial.

	S.	D.
Messing and washing per week,.....	4	4½
For necessaries, " .....	1	6
Articles for cleaning his clothing and appointments, and other charges for which the soldier is properly liable, per week,.....	0	6½
Total per week,.....	6	5

Whenever the actual expenditure for messing and washing, falls short of 4s. 4½d., per week, the surplus may, when the man is in debt, be applied under the direction of the Officer Commanding the Company, towards the liquidation of such debt.

11. When a soldier is confined and remanded for trial, he will be struck off rations, and subsisted at 6d. the day following his being so remanded.

Should he be acquitted of the offence laid to his charge, or should his punishment be wholly remitted, he will be settled with for his arrears of pay (after deducting the amount issued for his subsistence while awaiting trial). His name will be entered in the pay list in the same manner as though he had been convicted and punished; the residue of his pay referred to above being entered in the abstract as a credit to the Captain. The receipt as per form No. 2, will be forwarded with the pay list.

A deserter rejoining, will be subsisted at 6d. per diem from the day on which he is apprehended or surrendered himself, receipts as per form No. 3 being supplied to the Pay Master.

12. A soldier tried and convicted by Court Martial, but whose punishment is wholly remitted by competent authority, stands in the same position for good conduct pay as if no such conviction had taken place. The rule, however, does not apply when a soldier is

duly convicted of desertion, or of any offence amounting to felony. This under the Mutiny Act, entails forfeiture of service and consequently of good conduct pay. See Horse Guards Circular on page 95.

13. A Serjeant reduced to the ranks by Court Martial, is entitled to the same rate of good conduct pay which he would have been drawing as private, less 1 penny forfeited by the regimental entry caused by his trial. But his good conduct pay must not be issued to him until the sanction of the Secretary at War is obtained.

14. A Serjeant volunteering as private from another regiment to the Royal Canadian Rifles is entitled to good conduct pay according to his service and character.

15. When a Non Commissioned Officer is reduced to the ranks without further punishment, his pay as private will be issued to him from the date of the President's signature to the proceedings of the Court Martial, that day included.

16. A soldier forfeiting a penny good conduct pay by entry in the Regimental Defaulters' book, forfeits it for the day on which he committed the offence; and if brought to trial he forfeits his ordinary pay for the day following the commission of the offence.

17. A soldier who has been sentenced to imprisonment by Court Martial, and by such punishment has had his name recorded in the Regimental Defaulters' book, thereby forfeiting good conduct pay, counts the one year's service with good behaviour (which will entitle him to restoration of such pay) from the day of his release from confinement.

18. A soldier under forfeiture of pay for habitual drunkenness, or who is repaying a gratuity, only pays for those days on which he draws full pay. Thus a man sentenced to forfeit a penny for 168 days, must forfeit 168 pence, and if he should subsequently be placed in confinement by Court Martial, or summarily by the Commanding Officer, or by sentence of the *civil power*, previously to the completion of such forfeiture, such period of confinement does not count towards the payment of his forfeiture.

19. On a gratuity man re-enlisting, the whole of such good conduct pay as he may be entitled to, is in the first instance charged in the pay list, and credited in the usual way in the man's accounts.

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But at the same time it will be re-charged to the soldier and re-credited to the public in the Company's abstract. In the event of his not being entitled to any good conduct pay, one penny per diem will be deducted from his ordinary pay, and credited to the public in like manner.

20. The pay of soldiers when in confinement in civil gaols, or garrison or barrack cells, can only be drawn from the public at the rate of 6 pence per diem. No charge is allowed to be made against the public, by the regiment, for a soldier in military prison, his subsistence being drawn direct from the public by the prison authorities.

21. Every soldier confined in a military prison, is for the first 28 days of such confinement, liable to a charge of 1½d. per diem for the use of prison necessities. This sum is charged direct by the prison authorities, through the Pay Master, against the Captain of the man's company, and will be recovered from the soldier on his release.

22. Soldiers sentenced to summary imprisonment by the Commanding Officer, forfeit pay, <sup>and</sup> ~~but not~~ service, for the term of such imprisonment.

23. A soldier imprisoned by the civil power upon a criminal charge, is subsisted at the rate of 6d. per diem, both before and after conviction. If acquitted he will be settled with in the same way as is a soldier acquitted by Court Martial. See par. 11, p. 18.

Before this is done, however, a certificate must be got from the Clerk of the Court at which the soldier was tried, setting forth the charge and the finding of the Court. See 38th clause of the Mutiny Act.

24. It frequently happens that the civil authorities do not demand the 6d. per diem for the subsistence of a soldier in gaol after he has been acquitted of a charge. When this is the case the 6d. goes to the credit of the public, not to the soldier.

25. Whenever money is paid to a gaoler for the subsistence of soldiers, his receipt in duplicate should be taken for the same, and forwarded to the Paymaster.

26. A soldier rejoining his regiment after having been convicted of—and imprisoned by the civil power for—a criminal offence, shall be completed in necessities at the public expense, always provided



that the charge does not exceed the amount of 3d. per diem for the period of his confinement.

27. A soldier released from confinement previously to the expiration of his sentence, will draw pay and rations from the day following the last for which subsistence is demanded by the prison authorities. A certificate in duplicate must be supplied to the Paymaster, shewing by whose authority the release took place, also a memorandum for the Orderly Room at Head Quarters.

28. When a soldier is in confinement either by sentence of Court Martial or other Court, and his punishment expires on the last day of the Military quarter, a certificate in duplicate must be supplied to the Paymaster by the Commanding Officer, or officer commanding the Detachment, certifying that the punishment awarded expired on such a date.

29. All soldiers in confinement by Court Martial are released at 7 A.M. on the day on which their punishment expires, receiving pay and rations for that day. The punishment is counted from the day (inclusive) on which the President signed the proceedings. All soldiers sentenced to summary confinement by the Commanding Officer, are released at 2 P.M. of the day on which their punishment expires, and draw pay and rations from the day following. All prisoners should invariably be committed to military prisons, garrison or barrack cells, between dinner and evening meal hours.

30. When a soldier dies leaving a will, the balance due to the deceased may at once be paid under such will. The will, however, is to be forwarded with the non-effective returns to the Paymaster, as is also the receipt in duplicate of the person who receives the balance. When there is no will the soldier's personal property is distributed as shewn in the following table.



Claimants.	Precedency of Claimants to such property and circumstances of Claims.	Proportion to which each Claimant is entitled.
Widow,....	If there be any legitimate child or children by the widow or any former wife,.....	One third.
Do	If there be no such child or children,.....	One half.
Child or	If there be no widow,.....	The whole.
Children,.	If there be a widow,.....	Two thirds.
Father,..	{ If there be neither widow nor legitimate child or children,.....	The whole.
	{ If there be a widow but no child,..	One half.

In ordinary cases when the next of kin is not present with the Regiment, the balance due to the deceased is credited to the Paymaster through the Company pay list.

31. In every case in which a soldier becomes non effective, either by death or desertion, or in consequence of being sentenced—whether by Court Martial or by the Civil power—to penal servitude, or to four or more years imprisonment, the whole of his effects are immediately to be collected and secured. An inventory of them will be taken without loss of time by the Officer in command of the Company, assisted by two other commissioned Officers, as prescribed by the Articles of War.

The inventory must be completed in duplicate on forms supplied by the War Office, and each copy certified by the Officers employed on the occasion. One copy must be delivered or sent in a sealed cover to the Paymaster, the other retained by the Officer commanding the Company, to use when the sale comes off. This shall be at fair and open auction, at a time favourable to the sale, and in presence of the Officer Commanding the Company. If the effects belonged to a soldier deceased, the sale is to be within one month after the date of his death. If to a soldier become non effective from any other of the above causes, the sale must not be delayed

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beyond three months after the date of his becoming non effective. Some discretion may in this matter be exercised by the Officer Commanding, as in the event of a deserter being recovered to the service before the expiration of the three months, he is allowed, if he thinks proper, to restore to the man all, or any of his effects. A soldier becoming non effective from any of the aforesaid causes, will be credited in his accounts with pay to, and for the day, on which he became non effective.

32. A deceased soldier will be credited in his non effective accounts with any deposits he may have had in the Regimental Saving's Bank, and interest thereon, to the last day of the month in which his death took place. The deposits in the Regimental Saving's Bank of a soldier who deserts and does not return within three months, or who may be convicted of desertion within that period, are to be withdrawn by the Captain of his Company and treated in every respect as any other withdrawals. They are to be placed in the hands of the Paymaster for the purpose of being inserted in the next pay list rendered by him to the War Office, not as a credit in the man's non effective account as part of his effects, but as a specific and distinct credit to the public.

The account of every man, whether he dies or deserts, which is transmitted with the regimental pay list, is to be accompanied by a certificate (W. O., Form 388) showing whether he had or had not any moneys in the Regimental Saving's Bank.

33. The deposits made in Regimental Saving's Banks, say on 31st October, are not charged by the Paymaster until the 30th November. The same way with subscriptions to the Benevolent Fund. In the case of a deposit withdrawn on the last day of a month, interest thereon for that month will be allowed. Although deposits may not be made until a date subsequent to the 1st of a month, nevertheless, if the date be not exceeded on which the Company was settled with for the previous month, interest will be allowed on the deposit from the 1st of the month. Soldiers are not permitted to deposit a smaller sum than a shilling in the Saving's Bank, neither can they be allowed to leave a smaller sum than a shilling in deposit. In making deposits, fractional parts of a penny are inadmissible.

A soldier may deposit any amount in the Saving's Bank for se-

curity, but he can only be allowed interest on £200 in all.\* Any amount may be deposited by the soldier in one year, but interest is only allowed on £30: thus, a soldier depositing say £45 on the 1st January, is only entitled to interest on £30 to 31st March, but will commence to draw interest upon the whole from the 1st April, unless he should happen to deposit a further sum exceeding £30, including the £15 from the year previous.

34. Soldiers about to be discharged and who desire to transfer their balances to local and civil Saving's Banks, are to be clearly and distinctly warned that such transfers are made solely at their own risk, and that no claim upon the public for compensation is admissible for any loss which may be incurred by such transfer.

35. Gratuities awarded to Non Commissioned Officers and men for long service and good conduct, or for service in the field are to be placed in the Regimental Saving's Bank, to be held there in deposit, at interest, *but not under control of the soldier*, until he shall be discharged from the service. They will therefore be entered on a page separate from ordinary deposits and headed thus in red ink: "Gratuity not to be paid until the soldier becomes non effective by discharge or death." The publication in Regimental Orders of a man's having received a gratuity will be sufficient authority for the Captain of the Company to open an account in the Saving's Bank ledger, and place the amount to the man's credit bearing the interest from whatever date may be named in orders. The deposit will not be entered in Form No. 2, neither will it be charged or credited through the Company pay list against the Paymaster. In the event of a soldier being discharged before the gratuity is awarded to him, the course detailed above will be gone through, but the money will be immediately withdrawn, if the soldier so desire it. If he should have been forwarded to England for discharge, the usual transfer statement, Form C, (No. 380 A) will be supplied. Whenever a gratuity is withdrawn, it must be entered by itself in a separate Form No. 2, and not mixed up with ordinary withdrawals.

36. Men having deposits in the "Friendly Society," are not

\* Interest <sup>on</sup> accumulations of interest whereby the gross sum of £200 is exceeded will not be allowed; per War Office letter, dated 9th October, 1860; No. 36, Canadian Rifles, No. 11.

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permitted to withdraw the same while serving, unless by permission of the Secretary at War, and application can only be made in cases of family distress.

37. The Officer Commanding a Company is not liable to defray the expenses of a soldier's funeral, unless the effects of the soldier are insufficient for the purpose. The cost of such funeral should not exceed £1 15s., whether the sum be defrayed by the Officer or out of the soldier's effects. In the event of local charges at any place *necessarily* causing an excess over that amount, a special representation must be submitted by the Captain of the Company to the Commanding Officer, for the consideration of the Secretary of State for War, with a view to authority being given for such extra expense being charged against the public.

38. When a daily settlement has been inevitably interrupted by the absence of the soldier on furlough, in hospital, or otherwise, the arrears of daily pay accruing therefrom shall be paid to him on rejoining ; or distributed in daily payments together with the pay of succeeding days, as the Captain shall judge fit according to character and circumstances.

39. By a General Order dated Montreal, 8th April, 1861, the well conducted wives of Soldiers of this Regiment, who have been married *with leave*, together with their families, receive free rations. Women who drew rations in their husband's former corps, continue to draw them in this. A woman's allowance is half that of a soldier's ; children under 7 years, one fourth ; and children over 7 years, one third. On attaining the age of 14 years, children are struck off rations, nor can the Commanding Officer sanction their continuing to live with their parents in Barracks, it being time that they should begin to shift for themselves.

40. When a married soldier dies, or the wife of a soldier, the family if they were on rations, are immediately struck off the Company's returns, and are by the Quarter Master placed on the Widows' and Orphans' list, under certain regulations. (See page 275, Commissariat Regulations and Instructions). On the death of the *Father* the family will, if it desires to return to England, receive rations until an opportunity offers itself of sending it home. Families intending to remain in the Colony have no claim to rations for any period. On the death of a *Mother*, if the children are to be

provided for in the Colony, they will have rations issued to them only for such time as may be necessary for them to complete their arrangements. The period of such issue is on no account to exceed three months. If it is the intention of the soldier to send his motherless children home to England, he is allowed three months to communicate with his friends, and rations will be allowed for the children until the occurrence of the first public conveyance after the expiration of the above period. These regulations apply equally to families who were not in receipt of rations previously to the death of the parent. Rations may at once be issued to widows and orphans under these regulations, but application for authority must be made forthwith by the Commanding Officer at the post to the Military Secretary on the station, and it must be clearly stated in the application whether the family intends returning to England, or to remain in the Colony.

41. Men on pass for any period over two days are struck off rations and accounted for in the column of remarks of the Company's pay list as on pass from ——— to ———. The same with men on furlough, or awaiting discharge. Subsistence at the following rate only is allowed to be advanced to men going on furlough; Serjeants, 1s. per diem, all other ranks 8 pence per diem.

42. In making out the Company's pay list, let the pay list of the preceding month be taken, and strike out the names of any men who may have become non effective or left the Company. Interline such as may have joined, and then proceed to make out a correct alphabetical roll by ranks. Take the pay list of the preceding month also for your guide as to the rate of good conduct pay, &c. If any man appears in the Company pay list for the first time, state in the column of remarks where he comes from, and if any man leaves the Company during the month, state where he has gone to. If any man has a broken period of pay or good conduct pay, explain it. The pay lists are rendered in duplicate, and should be the same in every respect, even to the numbers and identical names on each page. The totals of the different columns should be entered in ink, as also the recapitulation of pay, but only in one copy, the totals and recapitulation of the other being left blank.

43. With Companies on detachment, the rations in the pay list

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should be compared—and made to agree—with the return rendered by the Acting Quarter Master to the Paymaster. The same course should be pursued with regard to Hospital stoppages.

44. Hospital stoppages for boys on boys' pay amount to 8 pence, and for men 9 pence daily. These rates do not apply when soldiers are in Hospital on account of wounds received in action, or when serving with an army in the Field. The stoppage then is only that prescribed for provisions supplied to the effective soldier.

45. The daily or weekly pay issued to the soldier will be entered in the pay sheet in dollars and cents, and the total amount during the month will be converted into sterling, £1 4s. 4d. currency being reckoned equal to £1 0s. 0d. sterling. Tables showing the relative value of English coppers, and coins, are published by authority. A work by *Le Sueur*, of the Bank of Montreal, is recommended for adoption.

46. The charge for the alteration of clothing including tunic and trowsers, is not to exceed one shilling per suit for all ranks, and will be defrayed in equal proportions by the public and the soldier.

The allowance by the public for making up clothing from the material is as follows :

		S.	D.
Staff Serjeants	{ Tunic,.....	8	6
	{ Trowsers,.....	3	0
Serjeants.....	{ Tunic,.....	5	0
	{ Trowsers,.....	1	1
Privates .....	{ Tunic.....	2	6
	{ Trowsers,.....	1	0
Band.....	{ Tunic,.....	5	0
	{ Trowsers,.....	1	1
Buglers.....	{ Tunic,.....	5	0
	{ Trowsers,.....	1	0

No further sum will be admitted either against the public or the soldier for suits made from material.

47. Good conduct badges are supplied with the clothing. In the case of a first grant at intermediate periods, the charge will be made against the public by the Quarter Master as per paragraph 207, page 62, of the War Office Explanatory Directions. Chevrons for Non Commissioned Officers of all ranks are also supplied with the clothing, but the Non Commissioned Officers appointed after the

annual issue has taken place, and men who have had restored to them forfeited good conduct badges will be charged according to the scale on page 78.

48. Should the clothing be accidentally delayed in issue beyond the 1st of April, it becomes the property of the soldier on the 31st March next, although it may not have been worn the 12 months.

49. Men discharged in the last quarter of the military year will be allowed to take their clothing with them, except their regimental cap. This must be returned into store. Observe, however, if a man's name appears in General Orders, say in November or December, as being allowed to proceed to his intended place of residence to await discharge, he would probably in the usual course be discharged in the last quarter; nevertheless, except he actually continues to do duty with his regiment up to—at earliest—the 1st January, he cannot be allowed to retain his clothing.

50. The part worn clothing of men becoming non effective from whatever cause (except the being discharged in the last quarter), which has not been the prescribed period in wear, becomes the property of the public, and must be returned to the Quarter Master's store.

51. If men on joining from desertion or from confinement, require clothing, they shall be supplied, whatever may be the date of their return, with part worn clothing; should there be none in store, they will be clothed in the same manner as recruits.

52. A Private, or rank and file Non Commissioned Officer when promoted to Serjeant subsequently to the yearly issue, will, when it is practicable, exchange clothing with his predecessor. Otherwise he will retain his own, and receive the difference in money, between serjeants and rank and file clothing, at the regulated rates from the date of his promotion to the 31st March following. In the case of a man appointed Bugler, the same rule will be observed, but no compensation will be granted.

53. When a serjeant is reduced to the ranks, an exchange of clothing should be effected with his successor. If this be impracticable, part worn clothing will be issued to him. Should there be none of this in store, he will be treated in the same way as a recruit.



54. Transfers from other corps will not bring their clothing with them, unless specially authorized by the Secretary of State for War. Should no such authority be granted, they will be dealt with as to clothing in the same manner as recruits. The regulation for the latter is as follows :—

1st. Recruits finally approved during the first quarter of the military year, namely, between the 1st April and 30th June, are to receive new clothing complete, to last till 31st March ensuing.

2nd. Recruits finally approved in the second quarter, between the 1st July and 30th September, shall receive, if possible, part worn clothing complete, equal to that in wear by the rest of the corps. If not, such part worn articles as may be in store, and the remainder new. Should there be no part worn clothing in store, complete new clothing is to be issued, to last till 31st March ensuing.

3rd. Recruits finally approved in the third quarter of the military year, namely, between the first October and 31st December, are to be supplied, if possible, with part worn clothing complete, if there is any in store equal to that in wear by the rest of the corps. Should there be no complete part worn suits in store, recruits shall receive a part worn tunic, and *new* trowsers and boots, the whole to last till the 31st March ensuing. Should there be no part worn clothing available to enable the Officer Commanding to adjust the cases of recruits in the manner before stated, they shall be supplied with complete new clothing to last till the end of the next military year, and entitled in addition to two compensation articles, namely, a pair of new boots and trowsers.

4th. The compensation articles will not be issued to the recruits at the same time as the new yearly clothing. But when the Officer Commanding considers that he is in want of them to replace the first supply, an issue of one or both articles will be ordered, the cost of the same being charged in the contingent accounts and a note of the issue made in the yearly nominal return.

5th. Recruits finally approved in the last quarter of the military year, namely, between the 1st January and 31st March, shall, when possible, receive part worn clothing complete, equal to that in wear by the rest of the corps, or else new clothing complete, to last to the expiration of the ensuing military year. And in addi-



tion to the new clothing they shall be entitled to one compensation article, namely, trowsers or boots, to be issued as detailed above with reference to recruits of the third quarter. The chaco being intended to last two years, every recruit shall receive a part worn chaco should there be any in store, to last until the first or second issue according to the condition it may be in at the time he received it.

55. The public allowance for cuffs and collars for Serjeants' great coats is 1s. 7d. sterling. That for Serjeants chevrons 6d. sterling, and for Corporals chevrons 4d. sterling. Lance Corporals pay for theirs, 2d. sterling. All ranks wear the chevrons on the right arm only. The cuffs and collars of Serjeants' great coats are to be made of army cloth, colour green.

56. Great coats are all marked at the public expense, 2d. sterling being allowed for each.

57. For the purpose of making the great coat fit more tightly to the body, eight running strings will be inserted in the back of it. For this the soldier will be charged as detailed on page 78.

58. Good conduct badges must be worn on the great coats. The sewing on of these and every other description of work connected with uniforms must be done in the Regimental Tailor's shop.

59. The amount to be charged to the soldier who loses or damages his great coat by neglect, is to be regulated by the value of the article and the time it has been in wear. See paragraph 48, page 156, War Office Regulations.

60. Articles of clothing including great coats worn out and requiring repairs before they have been the prescribed time in use, must be replaced or repaired at the expense of the soldier. Vide last part of paragraph 31, page 142, War Office Regulations.

61. Soldiers serving in Canada are permitted to take their great coats with them on discharge to out pension, provided their character be reported "Good" by the Regimental Board. Invalids sent to England take their great coats and chacos with them.

62. When compensation is sanctioned, the following sums shall be paid to Non Commissioned Officers and men, or expended on articles for their benefit.

	Serjeants for one year.			Privates for one year.		
	£	s.	D.	£	s.	D.
Cap,.....	0	3	0	0	2	6
Tunic,.....	1	4	0	1	0	0
Trowsers, (Cloth),.....	0	11	0	0	7	6
Short Boots, (Serjeants 2 pairs),.....	0	16	0	0	8	0
Leather Leggings,.....						

Compensation shall not be paid for any broken period of a month. Whenever a soldier is permitted by general order to proceed to his intended place of residence, there to await discharge, his Captain will pay to him any compensation he may have a claim to, before he leaves.

63. Whenever the Regimental cap of the infantry serving on the North American Station, can be made to last three years, instead of two, the soldier shall receive the regulated compensation in lieu of a cap for the third year, the amount of which shall be credited in the soldier's account in aid of the expense of renewing or repairing his winter clothing.

64. The allowance for the first equipment of winter clothing is 30 shillings per man, and an annual allowance of 5 shillings per man for every soldier effective on the 1st October in each year. The articles to be kept up are, a Fur Cap, two flannel waistcoats, two pairs long flannel or worsted drawers, and a pair of long boots. No portion of the money is to be paid to the soldier on any account, but every man shall have the full benefit of the allowance, by having the unexpended portion (if any) of the current year carried to his credit for the year following. (See Form No. 40, for the system of keeping the account of this money between the Captain and the soldier.)

65. On drawing necessities from the Quarter Master's Store, Form No. 75 will be made out by the Pay Serjeant and signed by the Captain. The Pay Serjeant must attend personally and carefully examine each article as it is handed to him. Once taken out of the store it cannot be returned on the score of being damaged or short in number, but articles may be returned within a reasonable

time, if still unmarked, in the event of their not fitting the men for whom they were drawn.

66. Every article of soldier's regimental necessities, which is capable of receiving it, is to have the mark of the owner's name and number, with initials of the Regiment (R. C. R.) and the date of delivery. For linen, indelible ink will be used, for flannels, &c. black paint. The knapsack, over the letters R. C. R., to have the bugle painted in white in its centre. These letters are to be  $1\frac{1}{2}$  inches in height, with the bugle corresponding. The knapsack will also be marked on the bottom with the owner's regimental number, the initial letter of his Christian, and his surname in full. The letters and figures are to be  $\frac{3}{4}$  of an inch in height, and legible when the pack is placed on the shelf with its flaps down.

67. The tunic and shell jacket will be marked inside in the centre of the back; the tunic with black, the jacket with white paint. The trowsers will be marked with white paint on the outside of the waistband.

68. The soldier is to defray the expense of marking his necessities with the exception of his first kit, the marking of which falls on the public. The sum allowed is one half penny for each article.

69. When men are transferred from one company to another, the company giving the transfers will forward a return Form No. 39, descriptive of all documents sent with them. If the paper be sent by post, it must be at the expense of the Captain giving the transfer.

70. The following rolls will be kept by Pay Serjeants to assist in the performance of their duties.

1. A daily account of rations drawn for men, women and children, kept in tabular form and in a book. All casualties or charges are to be carefully noted in the column of remarks. In the same book should be kept a roll of men admitted to and discharged from hospital, with the dates of admission and of discharge; also the total number of days in hospital.
2. A permanent roll of men in confinement, either by Court Martial or Commanding Officer's sentence, giving the date

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3. A list of men who have forfeited good conduct pay, showing the date of forfeiture.
4. A list of men under stoppages for repayment of gratuities.
5. A list of men under forfeiture of ordinary pay by sentence of Court Martial, shewing the number of days to which sentenced and number paid at the end of each month. (These lists will be found of great use in making up the monthly pay list, and the men's accounts in the Ledger.)
6. An alphabetical roll of the Company (including attached men) for muster parade, with the cause of absence from parade, entered *in ink* opposite the man's name. This roll should be docketted and preserved so that at any subsequent time it may be readily seen how the Company stood as to numbers, &c., on any particular muster parade.
7. A Miscellaneous book in which should be entered an account of the distribution of the Company's barrack bedding, shewing the number of sets each man has in his possession.
8. An annual Company's clothing roll shewing what articles have been issued to each man, or the amount of compensation paid in lieu thereof.
9. A roll with regimental number, rank and name, shewing the number of every man's arms and appointments also the number of cramps, in possession, in lieu of turnkeys. In case of transfers to or from another Company, their date and where to, or where from, is to be shewn. In the column appropriated to remarks will be entered all damages to the arms, &c., which have been noted at any inspection, and to whom these are chargeable.
10. A roll of the Company shewing the number of each man's great coat and the date of its issue.
11. A roll of the Company shewing age at original enlistment, date of original enlistment, date of transfer to Royal Canadian Rifles, former corps, country, religion, trade and present height.
12. A roll of men instructed in great gun drill.

13. A roll of subscribers to Benevolent Fund, shewing the amount of their monthly subscription.
14. An account of necessaries drawn from regimental store, giving the date of drawing and the price of each article.
15. A distribution of the washing for single men.
16. A casualty state of the Company, carefully noting in the column of remarks, all changes that may take place in its strength.
17. A list of men sleeping out of Barracks, distinguishing those on Lodging money.
18. A roll of Non Commissioned Officers with the dates of their promotion.
19. A roll of women and children *drawing rations*, with columns added for males over 7, under 7 ; females over 7, under 7 ; males over 10, under 10 ; females over 10, under 10, and dates of birth.
20. A roll of women married with leave but *not* on rations, also of their children, with columns for males over 10, under 10 ; females over 10, under 10 ; and dates of birth.
21. A roll of women 'married *without* leave' similar to that of women 'married *with* leave but not on rations.'
22. A classification of the Company as to age, service, height, religion, country, good conduct badges with or without pay, term of service yet to complete, &c., &c., &c., to enable the Pay Serjeant to make out the return as per Form No. 78.
71. When an Officer in command of a Company on detachment receives money from a soldier as a remittance to his relations in England, the following form of receipt should be attached to the first pay list rendered, if not forwarded at once to the Paymaster.  
 "Received the sum of £ , as a remittance from No. 1, Pte. Thomas Atkins, Royal Canadian Rifles, to Mrs. Mary Atkins, No. 44, High Street, London, England."

Care should be taken that the Regimental number and name in full of the soldier, is entered in the receipt, as also the Christian and surname in full of the party to whom it is sent, with their proper address.

## NON COMMISSIONED OFFICERS IN CHARGE OF ROOMS.

1. The part of a Non Commissioned Officer in charge of a room is of not a little importance in the interior economy of a regiment. Some Non Commissioned Officers, from misdirected zeal, make the soldier feel needlessly uncomfortable, others from a want of attention and authority allow the barrack room under their charge to become a bedlam. Either of these by want of judgment drive the soldier from barracks to the public house. It is quite possible to steer the middle course. The first step towards it, is for the Non Commissioned Officer to keep a watch over his temper, and never allow himself to be betrayed into the use of intemperate language and unnecessary fault finding. If it becomes necessary to check irregularity it should be done with firmness in a tone which must be obeyed, but at the same time does not give offence through haughtiness. Soldiers in their barrack room must have a little latitude of conversation. It is their home, and they should always have cause to feel that it is. Their arguments one with another should not be interfered with by the Non Commissioned Officer unless improper, or that there is a likelihood of a quarrel, when he should try to conciliate both parties. Their remarks on the passing events of the day, either public or regimental, should be tolerated in a reasonable manner. It is better the soldier should speak out his thoughts and views under proper restraint in his barrack room than that he should be driven to low haunts in the town for that purpose where he is probably be inflamed by liquor, and where there will not be the same counteraction of better arguments in a better or good humoured spirit. In barrack room conversation one thing at least should be avoided and that is speaking against the known religious belief of a comrade. On this subject most men are very properly sensitive, and as Her Majesty by her regulations has declared that every soldier shall be at full liberty to attend Divine worship according to his own religion, discussion of the above nature in an acrimonious spirit should immediately be checked.

2. The Non Commissioned Officer in charge of a room should set an example to all under him in his own person. His berth for instance should be a pattern of neatness and order. He is held responsible that the orderly men attend to their duties and that the room is

put to rights before meals and morning parade hour. He will inspect each man's berth on these occasions and see that the accoutrements, clothing, &c., are all arranged according to orders. He will see that a correct roll of the men of his room is at all times suspended behind the barrack room door. He keeps the roster for orderly men of his room. He is responsible that the men sit down properly dressed to their meals. (See paragraph 32, page 85.) He will cause the room to be thoroughly cleaned, swept and ventilated, the beds neatly folded, and every thing in order within one hour after rouse sounding. He will see every man in bed, the water can filled with water, and every precaution taken against fire by the time the "Lights out" is sounded.

3. The Non Commissioned Officer in charge of a room has a right to select his berth, but having once made a choice he cannot be allowed to displace others for his own convenience.

#### ORDERLY MEN OF ROOMS.

1. There will be one or two (according to the number of men) orderly men to each room, their duties continuing from rouse sounding till lights out. They will not leave the Barracks the day they are on duty. They are held responsible for the cleanliness of that part of the barrack room common to all, also the cleanliness and completeness of the barrack furniture and utensils, reporting all deficiencies or damages to the Non Commissioned Officer in charge of the room within half an hour after they come on duty. They will remove the urine tub to the place appointed for it, and partly fill it with water, within one hour after rouse sounding. They will carry out all slops, remove sweepings and keep the room at all times well supplied with fresh water. They prepare the tables for the different meals, attend the cook house at the warning bugle, and receive from the Company's cook the rations for the men of the room. They divide the meals in the barrack rooms into single messes, and have every thing ready for their comrades to take their seats by the time the second bugle sounds. After meals they will wash the dishes or mess tins, and put the room in proper order. They are held responsible that the meals of the men on guard are ready to hand over to those appointed to carry them, by the second



our. He will that the account orders. He is at all times the roster for the men sit down (32, page 85.) swept and ventiler within one man in bed, the taken against

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number of men) ag from rouse barracks the day e cleanliness of the cleanliness nsils, reporting ned Officer in come on duty. ted for it, and ounding. They the room at all e the tables for warning bugle, the men of the ms into single s to take their meals they will proper order. on guard are by the second

bugle sounding. They attend at the place appointed for the issue of ration bread, and will consider it their duty, if they think it not of the proper quality, to bring the same respectfully to the notice of the Orderly Officer. They will convey back the urine tub to the Barrack room by retreat sounding. They are held responsible that the damper of the stove (in winter time) is shut at lights out, and at all times during the day will have a watchful eye towards the stove to prevent accidents by fire. After Barrack inspections they will attend at the Barrack store with any utensils noted at inspection for exchange. They will attend upon the Company Orderly for the allowance of candles for the room, and also assist in dividing the Company's allowance of wood by rooms. The Orderly men of rooms are available for all general parades and drills except during the season when fuel is used, when one man should always be left to guard against accidents by fire.

#### STAIRS' ORDERLY.

1. There will be a man warned daily under the above name. A general roster of the whole of the duty men quartered in each passage will be kept by the Senior Non Commissioned Officer of the passage, and the Stairs' Orderly will be warned from this general list.
2. His duty will be to sweep the stairs and passages at the first bugle sounding for breakfast and dinner, also before the hour of morning parade, so that every thing may be in perfect order before the Orderly Officer makes his visit to the Barrack rooms.
3. The Stairs' Orderly is available for all general parades and drills.

#### COMPANY'S COOK.

1. This duty is to be taken by the single men of the Company, commencing after evening meal on Saturday and continuing for one week.
2. The cook is held responsible that the meals are ready to be removed from the cook-house, by the first bugle sounding. Care must be taken by him not to have them too soon ready; this is a fault as great as the meals being too late. He will be particular in having the coppers thoroughly cleaned, both before and after the



cooking of each meal. When a sufficient number of coppers can be had, one should be set apart for soups or stews, another for tea and coffee, and another for potatoes. He will pay the utmost attention to the cleanliness of the cook-house and to his manner of cooking the victuals.

3. He will attend at the place and hour appointed for the issue of the Company's beef and satisfy himself that he gets the proper quantity for the number of men that he has in mess. Should he be dissatisfied with the quality of the beef he will respectfully state his objections to the Orderly Officer.

4. He will accompany the Mess Corporal of the Company at his purchase of groceries for the Company's messing, and is responsible, —as well as is the Corporal—for the proper expending of the mess money, and the articles purchased being of a good quality.

5. The Barrack utensils, as enumerated on the board of inventory in the cook house, are under his special charge, and on the conclusion of his week's duty he will give them over complete and in good order to his successor,—in presence of the Company Orderly—within one hour after the Saturday's evening meal. Should there be any deficiencies or damages, a memorandum of the same will be given by the Company Orderly to the Pay Serjeant of the Company, so that at the ensuing barrack inspection the charges may be made against the proper individual.

#### ASSISTANT COOK.

1. His duties will continue from one Saturday to another, in the same manner as those of the cook. In the event of his having to go on guard, a fatigue man will be warned temporarily in his place.

2. The assistant cook will wash the potatoes, clean and cut up vegetables, carry in water, empty slops, and assist in cutting wood for cooking purposes. He will be in charge of the cook house, when the cook goes for beef, or is in any other way necessarily absent.

3. He will accompany the Mess Corporal and cook in their purchase of Company's groceries, and is together with them held responsible for the correct performance of this duty. The assistant cook should invariably be the man next on the roster for cook.

## BAND AND BUGLERS.

1. The Band and buglers will be under the special care of a Committee of Officers, with a Captain as President. This arrangement however is not to interfere with the duties of Captains so far as regards the Bandsmen of their respective companies. The Band Committee's duties are more with reference to the Band fund, Instruments, Music, &c., than the men themselves. The President is requested to superintend the fitting of the Band clothing, and make an inspection of the same on its being issued, before it is inspected by the Commanding Officer.

2. The Field bugles are not under the charge of the Band Committee but accounted for with the arms and accoutrements in the Companies to which the buglers belong.

3. It will be incumbent upon the President of the Band Committee to visit the rooms occupied by the Band in the same manner and for the same purpose as a Captain visits his Company rooms.

4. The Commanding Officer will be obliged to the President of the Band Committee for any suggestions or remarks, relative to the Band, which he considers it desirable to make.

ARRANGEMENT OF ACCOUTREMENTS, CLOTHING,  
&c., IN BARRACK ROOMS.

1. Every man will have that portion of the shelf and pegs allotted to him which are immediately above his bed.

2. The Rifles are to be placed in the Arm bands, lock outwards, muzzle stoppers in, and hammer down on the nipple cap.

3. The accoutrements are to be hung on the right peg,\* waistbelt uppermost, the knapsack straps when detached from the knapsack, under the accoutrements.

4. The tunic, with shell jacket under it, is to be hung on the peg to the left of the accoutrements,—the tunic inside out.

5. The haversack, <sup>and other baggage are</sup> to be hung on the peg to the left of the tunic. When winter uniform is in wear, the great coat is to be hung above the haversack, proper side out.

6. When the winter dress is not in wear, the great coat is to be

\* The right peg is understood to be that opposite the soldier's right when standing with his back to his berth.

neatly folded and laid on the shelf over the centre peg, the knapsack upon it, back uppermost, (N. B. That part of the knapsack which is next the man's back when worn is considered the *front*,) the chaco on the right of the knapsack, peak to the front and tuft uppermost, the mess tin with cover on the left of the knapsack flat side next it, the trowsers folded in three lengths and placed on the knapsack. The fur cap in winter will be placed on the trowsers above the knapsack, peak to the front.

7. The box, regimental size, is to be kept under the bedstead, and sufficiently far from the front as to admit of one pair of boots being placed in front of it. The winter boots are to be on the left, and in line with the head of the bedstead.

8. The forage cap will be on the top of the bedding, bugle to the front, the stock on the forage cap, the towel spread out on the back of the bedding. All other articles in possession are to be kept in the knapsack or box.

9. Black calico covers may be placed over the accoutrements to keep off flies, &c., also covers for the rifles. These however must all be removed on a General Officer visiting the rooms, or at any other time when ordered. They must be neatly made and tidy in appearance.

10. The bedsteads must be drawn out at least one foot from the wall.

11. The following will be the manner of folding up the bedding.

The paillasse is to be rolled up in a circular form, and the blankets and sheets neatly folded up and laid on the top, the whole to be bound round the centre by the strap. When thus rolled up the bedding is to be placed about two inches from the head of the bedstead, which is to be doubled back. The rug is to be placed on the extreme end of the bedstead so as to admit of the Soldier sitting thereon during the day time.

The rug is to be folded round the blankets of such bedding as may not be in use.

12. The practice of putting any articles whatever in the folds of the bedding, or into the mattress, is strictly forbidden.

13. Every soldier is personally responsible for the order and regularity of his berth.

14. The first thing to be done by him in the morning is to fold

up his bedding, draw out his bedstead, dry scrub and sweep out his berth, and put all his things in order. The spare bedsteads, and those belonging to men on guard or otherwise unavoidably absent, will be drawn out by the men nearest to them and the berths cleaned out. Every man before going on any duty, or to parade, and before going out of Barracks, must see that his berth is in order.

The Non Commissioned Officer in charge, should see this attended to, as he will be held responsible for any irregularity about these men's berths on an Officer visiting the rooms. In the absence of any N. C. Officer, the orderly men will be the responsible persons.

15. The cleaning of arms and accoutrements at the set time appointed for Officers visiting the Barrack rooms is not allowed, except in cases of necessity.

#### ARRANGEMENT OF MARRIED MEN'S ROOMS.

1. Women are only allowed in Barracks, when accommodation can be had, as an indulgence under certain regulations, not as a matter of right. Therefore all orders laid down for the guidance of married men and their wives, must be implicitly obeyed by the women, otherwise they will forfeit the advantage of Barrack accommodation.

2. Married men and their families must never be quartered in the same room with single men, except in cases of absolute necessity.

3. The Non Commissioned Officer in charge of a married room, will tell off a woman daily as orderly woman for the room all taking it in turn without reference to the rank of the husband.

4. The duties of the orderly woman will continue from rouse to lights out. The Barrack utensils are under her particular care, and she will report to the Non Commissioned Officer in charge, any deficiency in the same within one hour after rouse sounding. She is held responsible for the cleanliness of the stove, that part of the room common to all, and the carrying out of ashes or sweepings. This is the extent of her responsibility, every woman being answerable for the cleanliness and good order of her own berth. Each woman will also fetch fresh water for her own use.

5. Changing Barrack utensils after inspection, sheets, or other bedding, sweeping the stairs and passages where married people are quartered, will be done by the soldier only, and considered a room fatigue.

6. Bed posts are allowed to be put up by married people for the purpose of hanging curtains on at night; but these curtains must be taken down, or very closely drawn in to the bed posts, beds made up (not folded and turned up like the single men's) and berths in passable order by two hours after rouse sounding.

7. Each woman is to have her berth scrubbed out with water and soap every morning, summer and winter, Sundays excepted, by 9.30 a. m. No curtains will be allowed round the lower portion of the beds, nor any other thing that will impede the free circulation of air.

8. When an orderly woman of a room is reported for neglect of duty, her husband will be deprived of the benefit of a working pass, until he teaches her how to perform it.

9. The arrangement of married men's accoutrements, clothing, &c., must be exactly the same as the single men; and they must be placed in that part of their berths most exposed to view. No article of household furniture can be allowed to appear amongst, nor crowded near them.

10. On the distribution of fuel by rooms by the Company Orderly, one man from each married room must attend on behalf of his room; also on the issue of candles. This will also be a room fatigue.

#### CLEANING OF WASH-HOUSES, &c., &c.

1. Every married man whose family is quartered in Barracks will be liable to a monthly charge to pay a woman for keeping the women's wash-houses, privies, &c., clean. The money is to be collected by the Pay Serjeants and paid over to the Quarter Master, whose business it will be to engage a Soldier's wife to perform this duty. If none will volunteer, a civilian may be employed.

As it is difficult to fix the amount which should be charged for the work, which may be required more in one place than another (the number of women in a Barrack also making a material difference) the pay as a general rule should not be less than 7s. 6d., nor more than 15s. stg., per month.

2. It should be the duty of the person employed as above, to wash and scrub the seats and floors of the privies every morning (Sundays excepted) by 9 o'clock, and the wash-house by retreat sounding.

3. The Non Commissioned Officer in charge of the sweepers will consider it his duty to see that this work is properly performed, reporting to the Quarter Master any neglect that may come under his notice.

### GENERAL RESPONSIBILITY FOR THE CLEANLINESS OF BARRACKS, &c.

1. The Non Commissioned Officers and men occupying a Barrack room will be responsible to the Company's Officer for its cleanliness, and the Stair Orderly for the Company's stairs and passages.

2. The Hospital Serjeant is, under the Medical Officer, responsible for the cleanliness of the hospital, both inside and out.

3. The regimental sweepers, under charge of a Non Commissioned Officer, and under control of the Quarter Master, are responsible for the cleanliness of the yards of both Officers' and men's barracks, and all privies except the women's.

4. There will be one man per Company (or more if necessary) warned daily as a sweeper. The Non Commissioned Officer in charge will be permanent. A Lance Corporal will in general be considered sufficient. The bugle will sound for these men to turn out to work one hour after rouse sounding, when they will make a regular tour round the Barracks. They will do the same half an hour after breakfast and dinner.

5. The Non Commissioned Officer aforesaid will consider himself under the Quarter Master. The daily sweepers may also be employed by the latter, in shifting or moving regimental stores.

6. The guard rooms must be kept clean by the men on guard. The Non Commissioned Officer in charge is responsible for this, as also for the cleanliness of the Barrack cells where there is no Provost Serjeant. In such a case the sweepers are liable to be called upon by the Serjeant of the guard to clean the cells.

7. Washing of clothes is not allowed in Barrack rooms, nor any other employment which may tend to prevent cleanliness. The

drying of wet clothes in Barrack rooms is also strictly prohibited. They may, however, be aired at the stove after being ironed.

8. All sweepings from Barrack rooms or other places will be thrown in the rubbish pits. Clean wood ashes from the stoves have, in many barracks, a place specially set apart for them. Should there be no such place, they will be thrown into the common rubbish pit.

9. All chamber slops from married rooms are to be emptied into the women's privy. All other slops into the drains.

10. There must never be any water thrown into the ash pits either summer or winter. Neither must any ashes or rubbish be thrown into the drains, as the practice tends to choke them, entailing great expense and giving rise to unhealthiness.

#### HAIR CUTTING.

1. One man per Company (or more if necessary) will be told off for this work and paid one penny sterling for every man effective with the Company, on the last day of the month.

2. The hair cutter will go round his Company's rooms between the 20th and 26th of the month, and cut every man's hair, without admitting any excuses. The hair is to be left one inch long on the crown and tapering off to nothing at the back of the neck. Also tapering from the crown to the front and side to two inches in length. The hair cutter will see that these orders are carried out to the very letter, and any man presuming to dictate or give orders regarding the manner in which he wishes his hair cut, must be immediately reported and brought before the Captain of the Company. Whiskers and moustache will not be interfered with, if in reason; but the chin in a line from the side of the mouth to below the stock, must be cleanly shaved every day.

3. The Commanding Officer holds Captains responsible for carrying out these wholesome and necessary rules; for there are few appearances in a soldier which are more immediately telling of discipline and care, than the regulation in the above respect which Her Majesty has laid down.



## INSPECTION OF KITS.

1. As the Regiment is almost entirely composed of old Soldiers, and the crime of making away with necessities is fortunately scarcely known, there is no necessity for the men's kits being inspected oftener than once a month. This inspection will take place between the 26th and last day of each month. Every man under the rank of full corporal must lay out his kit. The examination must be a thorough one, and carried out in the following manner :

1st. Each man's kit will be looked at to see that it is laid out properly according to the Form in the Squad Roll Book.

2nd. The Officer will then go round the second time, and as he comes up, (not before) will make every man shake out his shirts, socks, &c., as well as turn up his boots. All deficiencies or repairs will be noted by the Pay Serjeant, so that the Captain shall be enabled to put his men under the required stoppages from the first of the following month. This will also be a good occasion for Captains to make their men take off their forage caps and ascertain that their hair is cut according to order.

## AMMUNITION IN THE MEN'S POUCHES.

1. The packages of ammunition in the pouches must be placed in the canister crosswise, and packed tight with small pieces of cork. When the full quantity of ammunition is not carried, the partitions next the Soldier's right hand will remain empty.

2. Each man will have a small card (see Form No. 34) tied across the packages and placed in the canister to his left.

## TRANSFER OF ARMS AND ACCOUTREMENTS.

When Soldiers are transferred from one Company to another, their arms, accoutrements, and great coats will be transferred with them.

## BLACKING FOR ACCOUTREMENTS.

1. No other description of blacking will be allowed for cleaning belts and pouches than the usual military paste blacking, issued in tin cases from the Quarter Master's store. The use of the article known as "Marder's Jet" or composition blacking, is strictly forbidden.

### FITTING OF ACCOUTREMENTS.

1. This must always be done under the superintendence of the Captain of the Company, and belts must never be cut without reference to the Commanding Officer.

### NUMBERING OF ARMS, ACCOUTREMENTS AND GREAT COATS.

1. The Soldier's arms, accoutrements, and great coats will all bear the same number.

2. The supply of great coats for detachments will be sent, unmarked, to the different posts by the Quarter Master, and Officers commanding detachments will be held responsible, that each coat, before being issued to the soldier, is marked with the number of his rifle and the date of issue in the following manner :

R. C. Rifles.

No. 560.

Issued 9-60.

### APPLICATIONS FOR LEAVE OF ABSENCE BY OFFICERS. (SEE GENERAL ORDERS, 5TH SEPTEMBER, 1850 ; REPUBLISHED 14TH FEBRUARY, 1859.)

1. As the Adjutant is responsible for the correct keeping of the duty roster and all Orderly Room returns, it is imperative that he should be acquainted with an Officer's obtaining leave, even from parade.

2. All applications to exchange duties or for temporary leave of absence, should be handed in to the Adjutant the morning before the day on which the indulgence is solicited, for submission to the Commanding Officer.

3. All applications for general leave from outposts must be forwarded to the Officer Commanding at Head Quarters, recommended or otherwise by the Officer in charge of the detachment, and they are to be regulated in point of time so as to admit of being submitted to the General, at least one week before the leave applied for is to take effect. In cases of urgent necessity the reason for deviating from this rule must be shewn in the letter accompanying the application.

4. No application for a prolongation of leave will be favourably considered, unless received by the Officer Commanding, so as to allow of its being submitted to the General and the reply being received through the regular channel; with due regard also to time for the Officer's return in case of refusal.

5. An Officer applying for general or temporary leave, will clearly state the period he wants, and the cause on account of which the leave is asked. He will also give his address. If desirous of returning to England on private affairs, the certificate, paragraph 9, page 85, of the Queen's Regulations, must accompany the application.

6. In the case of Officers unavoidably detained, attention is particularly called to paragraph 12, page 86, of the Queen's Regulations.

7. Officers who receive leave of absence are to be present with the Regiment on the day on which their leave terminates. They will report their arrival personally to the Commanding Officer, and give notice in person or in writing to the Adjutant. They will also make themselves acquainted with all orders issued during their absence.

8. The attention of Medical Officers is called to paragraph 21, page 88, of the Queen's Regulations. The certificate of the principal Medical Officer therein referred to must accompany their application for leave.

9. It has been decided by the Commander in Chief, that no officer can be allowed to return to England on leave, until he shall have served two consecutive years on foreign service.

10. Officers who have completed seven years consecutive service in the Colony are entitled to a passage at the public expense, when going and returning off leave of absence to England.

11. Officers going on, or returning off, leave, must report themselves when passing through the post where either General or Regimental Head Quarters are stationed, in the same way as if on duty.

12. Communications by telegraph relating to leave of absence, should only be resorted to in cases of extreme necessity.

13. Officers commanding *districts* or *stations* are authorized to use their discretion in granting leave "between the returns" (not

exceeding 15 days) to Officers serving under their orders, provided such leave does not extend beyond their limits of the command.

14. Officers on temporary leave make good all duties missed during their absence. It is only when on general leave that they are exempt from this.

15. Subaltern Officers wishing to apply for leave, even from parade, should notify the same to the Captain of their Company, ascertaining that he has no objection to it.

#### PLEASURE PASSES FOR NON COMMISSIONED OFFICERS AND MEN.

1. Men who are 30 days clear of punishment will be considered entitled to the indulgence of passes, for the purpose of visiting their friends at a distance, or attending lectures or places of amusement. Passes for the town where the troops are quartered, should never be given beyond 12 o'clock midnight, (see Form No. 12.)

2. Men requiring passes to visit their friends, for a few days only, will make good all guards and duties. When leave is required for going to any considerable distance or for any period beyond 15 days, application should be made for a Furlough, which should be regulated in point of time, so as to be submitted to the General Commanding, at least one week before the leave applied for is to take effect. Men on detachment may be recommended direct by the Commanding Officer of the detachment to the General, the usual printed form of Furlough being used on all occasions. An application being made, one of those forms will be filled up in the Orderly Room, signed by the Commanding Officer, and forwarded to the Assistant Adjutant General, for the approval of the General Officer Commanding.

3. Men on furlough do not make good their duties.

4. When men on leave pass through a military station, they will report themselves to the Officer Commanding at the post. If it is the Head Quarters of the General Commanding, or of a District, to the Assistant Adjutant General or Town Major.

5. Soldiers going on furlough or on pass beyond the precincts of the place where they are quartered, are not permitted to take any portion of their arms or accoutrements with them. Vide Queen's Regulations, page 98, paragraph 6.

6. The attention of Soldiers receiving furloughs is called to the printed instructions on that paper.

7. No indulgence in the way of passes or furloughs, will be granted unless recommended by the Captain of the Company to which the man belongs.

8. Servants and others must obtain on the back of their pass the signature of the Officer under whom they are employed before it is presented to the Color Serjeant.

9. All passes and furloughs will, on the Soldier returning to Barracks, be handed to the Non Commissioned Officer commanding the Barrack guard, whether it be day or night. If a man has overstayed his leave, he must be confined.

10. *The hour at which the man returns, and whether he is regular or otherwise, will be entered on the back of the pass by the Non Commissioned Officer commanding the guard.* The returned passes will be deposited in the Orderly Room along with the guard report.

11. Men on furlough or on pass for any period beyond 12 o'clock at night, will report themselves personally to the Company Orderly on their return to Barracks, and will then be available for all duties whether their time has expired or not. Passes for leave from church parade are not to be admitted, unless some very exceptional reasons can be adduced.

#### WORKING PASSES.

1. Under the provisions of the General Order, dated Montreal, 11th July, 1851, the Soldiers of this Regiment are allowed to employ their leisure time in agricultural labour or handicraft, under such regulations as may be made from time to time by the Officer Commanding the Battalion, subject to the approval of the General Commanding in Canada. To allow the men of the Regiment to have the full benefit of this indulgence, and yet check its abuse, the particular attention of Officers, Non Commissioned Officers, and men, is called to the following regulations:

1st. All men thirty days clear of punishment, are considered entitled to leave to work, except that for an abuse of their pass or other adequate reason, the Commanding Officer has specially ordered otherwise.

2nd. Men having leave to work must take all duties in their turn, and attend general parades. They are not allowed to leave the barracks before rouse roll call, and must return by tattoo. No man will be allowed to work about any house or premises where liquor is sold by retail.

3rd. Working in uniform is forbidden, therefore men having leave to work must provide themselves with some suitable articles of dress. In lieu of coat, a smock frock, such as is usually worn on fatigue, is enjoined. As men may in many cases have no opportunity of safely putting away their uniform during work, the Commanding Officer has no objection to a Captain giving special leave for men going out of quarters in this description of dress, provided they appear as respectable as a soldier ought ever to do whatever he may be employed about.

4th. Any man abusing this indulgence will forfeit his leave in addition to such punishment as may be awarded him.

2. Lists by companies will be given to the Non Commissioned Officer commanding the barrack guard, of all men having liberty to work, and no man will be allowed to pass out of barracks in working dress, without first showing himself to the Non Commissioned Officer commanding the guard, who will ascertain that his name is on the list, before he permits him to pass out. These lists are to be renewed by the 1st of every month, before guard mounting hour by the Company Orderly.

3. On the last day of each month, lists in duplicate will be sent in by companies, of all men recommended for leave to work for the month following. (See form No. 48.) One copy will be returned to the company, for the guidance of the Company Orderly. The names of men forfeiting this indulgence during the month will be struck off the list; those of men becoming entitled to the same, will be sent to the Orderly Room, as per form No. 76.

4. No man should be recommended by the Captain of his company for leave to work, unless he produces satisfactory proof that he can find employment.

5. Serjeants are not permitted to take advantage of a working pass, neither are bandsmen or men permanently employed. Bandsmen are, however, permitted to play at parties, &c., with a view to

their own benefit, under certain restrictions, and provided such indulgence does not interfere with their regimental duties.

6. Working passes are not given to enable men to lounge about the barracks or streets. Therefore every man in barracks at parade hour, must attend parade even although his name may be on the list.

### LEAVE FROM PARADE AND MEALS.

1. The Commanding Officer is the only person authorized to exempt from parades, or tattoo roll call.

Captains of companies may give leave from dinner and evening meals.

2. The dress for morning parade will be detailed from time to time in regimental orders, as the season of the year and circumstances require.

3. There will be two parades daily, morning and evening, except on Saturday, which will be set apart as a general cleaning day.

4. The men exempt from morning parade are those having working passes, on duty at parade hour, or regimentally employed.

5. Evening parade will be attended by men confined to barracks, such as are not entitled to claim a working pass, and men ordered extra parades.

6. The evening parade will fall in 10 minutes before the hour fixed for the evening meal, in fatigue dress, and with side arms. It will be inspected by the Orderly Officer or Captain of the day.

7. When a general or drill parade is ordered, the individuals exempt from it will be named from the Orderly Room, but as a general rule, the following will be exempt:

Staff Serjeants, men employed in the regimental hospital, attending sick Officers, the regimental letter carrier, men employed about provost or barrack cells, servants to general Staff, batmen to mounted Officers, mess man, cook, and mess waiter to Officers' mess, one cook per company, or any man that may be on duty positively requiring his attendance at the hour named for parade. This rule must not be construed as applying to a company struck off duty for the annual course of musketry. On these occasions



all concerned will strictly comply with paragraphs 18 and 19, page 92, of the instruction of musketry.

8. The monthly muster parade must be attended by every man except sick, men attending sick, on guard, company cooks, or any other duty requiring the actual attendance of the man at that particular hour. Even prisoners in the guard room are, if fit, to be marched up to muster parade to personally answer their names.

9. The honours to be paid and attendance at funeral parades, will be observed as laid down at page 35 and 36 of the Queen's Regulations. The parade for the funeral of a Non Commissioned Officer or private, will be a general parade for the company to which the deceased belonged. Non Commissioned Officers or men of other companies are invited as a mark of respect to attend.

#### MEN IN LODGINGS.

1. Married men sleeping out of barracks, are not permitted on any account to keep any portion of their arms or accoutrements in their lodgings, except their waist belt, and only such portion of their clothing and necessaries as may be required to enable them to go in and out of barracks, clean and properly dressed. On this account they are entitled to have a portion of a barrack room told off to them, where they may keep those articles which are not allowed in lodgings.

2. They are forbidden by regulations to have the use of any portion of barrack bedding in lodgings. If Captains of companies should at any time take upon themselves to relax in this respect, it must be clearly understood that they are alone responsible to the public for any loss or damage to the bedding, that may arise from their having so done.

3. The quarters of all men living out of barracks, must be visited by the Captain of their company at least once a month, and by the Pay Serjeant once a week. This is an important matter, because if soldiers leave barracks to repair to dirty or low localities, both their health and morals suffer thereby.

4. A monthly return as per form No. 47, of all men recommended to reside out of barracks, will be sent to the Orderly Room by the companies. These individuals, together with Officers' servants, occupying kitchens or separate quarters, will call upon

the Company Orderly and answer their names, between the warning bugle and first post for tattoo.

### AIRING BEDS AND CLEANING BARRACKS.

1. Once a week during summer, from 1st June to the end of September, all the bedding in barracks will be carried out and spread in the sun, in some suitable place in the barrack yard, for a thorough airing. As Saturday is a general cleaning day, it will be best suited for this purpose. The hours to be from 9 a. m., till 12 noon.

2. The Quarter Master will cause the orderly bugler to sound "beds out," and "beds in," using his discretion in damp or uncertain weather.

3. When the beds are out there must be a thorough cleansing given to every room, married and single. The floors and all wood work, must be scrubbed with water and wood ashes. Windows and passages will also be thoroughly washed and cleansed. Previously to the beds being taken in, it will be the duty of Officers commanding companies to visit their rooms, and see that these orders have been fully carried out.

### MAKING DOWN BEDS IN WARM WEATHER.

The men are permitted to throw down their beds between 2 and 3.50 p. m., during very warm weather. When this is sanctioned, the beds must be again all made up, and the rooms in order by the evening meal hour.

### MEN FOR DUTY.—ORDER IN WHICH TO BE WARNED.

1. The following will be the order in which the duties of Non Commissioned Officers and men will be warned :

- 1st. Company cook.
- 2nd. Escort or command parties.
- 3rd. Guard.
- 4th. Picquets.
- 5th. Orderly man of rooms.
- 6th. Paid working parties.
- 7th. Regimental fatigues detailed from orderly room.

8th. Company fatigues, such as stairs and passage orderly, ration carrier, &c.

2. When the detail for duties for the day following is given out from the orderly room, it must be borne in mind that although escort and command parties, are placed on the list before guards, if the escort party is not required to parade for the march until after the guard for that day has mounted, the men for escort are taken from the roster after those for guard.

3. When more than one description of fatigue is detailed from the orderly room, the men will be taken off the Company roster in the same order as the fatigues; i. e., the first men for duty will be for that fatigue first named by the Serjeant Major.

4. If, after the issue of the usual detail for the day following, a fatigue party should unexpectedly be called for, the men first on the roster for regimental fatigue will be taken, even although they should have been previously warned for another fatigue.

5. The Serjeant Major in detailing fatigue parties, will name those first that are likely to be first wanted. Thus a party required at 7 a. m., must be given out before one not required until 9 a. m.

6. As the regiment is broken up into detachments, and the duty men comparatively are few, the most correct and most easy way is for the Serjeant Major at each post to keep an alphabetical roll of the men, and detail them individually. This system will prevent any difficulty in the event of a sudden increase or decrease.

7. Fatigues from the orderly room will be detailed by numbers according to the available men each company shews in its last rendered duty state.

8. The duty rosters to be kept by the Serjeant Major, will be the following:

1. Non Commissioned Officers and men for guard, escort, or command.
2. Picquet.
3. Canteen and gate duty.

He will also keep a tabular statement of Non Commissioned Officers, and men for daily fatigue duty.

The Company Orderlies having, vide par. 5, page 11, been held responsible for the correctness of their individual companies duty

rosters, will be the persons to keep the Serjeant Major informed as to their respective casualties.

9. Such fatigues as stairs and passage orderly, ration carrier, men warned for rope drill, for instruction of young officers, or for duty on the practice ground with the company at musketry, will be considered as lasting for the day; also the piling and carting of wood.

10. Men should not, except in cases of necessity, be taken for fatigue, within a shorter interval than two hours after guard, or one hour after meals. When coming off escort they should have at least the day on which they return, to themselves.

11. When an officer goes on leave in the colony, or quits the regiment, taking his baggage with him, his servant will become available for duty in 24 hours from the time his master leaves barracks. If the officer's baggage requires putting into store, the servant will have 48 hours.

12. The Company roster will be kept by the Company Orderly, as per Form No. 33. As there is no necessity for every orderly having a clear roster when he commences his duties, but at the same time it is desirable to prevent disputes, the Non Commissioned Officer who happens to be the orderly on the morning of the last day of each month, will be the one to make out the new duty roster of his company, the same to be taken into use on the day following. The old roster will be given over to the Pay Serjeant, and filed and preserved by him for at least three months.

13. It will be observed as a general rule that the cook of a company, Non Commissioned Officers and men on escort, or giving evidence before a court martial, will not make good any guards, picquets, or fatigues, when it has passed their turn in the roster. An assistant cook will be exempt from escort, picquet, or fatigues, during his occupation as such.

14. Men on guard are not allowed to claim exemption from a fatigue, because whilst on guard it may have passed their turn.

#### COMPANY DEFAULTER'S BOOK.

1. Every soldier will have his name entered on a Company defaulter's book sheet, whether he has any entries therein or not. The "heading" of these sheets should be carefully filled in, and

the date of a man's transfer to the regiment added to the date of his joining.

2. On a company defaulter sheet being received with a man transferred from another corps, his regimental number will be corrected by writing over his former number the regiment he came from, thus  $\frac{17 \text{ foot}}{2037}$ ; and his number in this corps will be added,

thus  $\frac{\text{R. C. Rifles}}{1025}$ .

3. All entries in the defaulter's book must be made in the Officer's own hand, and in the column of remarks will be written the station where the offence was committed.

4. Officers commanding companies will after every half yearly inspection, draw a line across each defaulter's sheet, and write in *red ink*, "Inspected by (here enter rank and name of General Officer, and the date.)"

5. Companies defaulter's books will be kept in the Captain's own possession.

6. After the 31st of December, the new year will be entered by itself in red ink in the left hand column; and in addition, each entry must have the two last ciphers of the year, thus

1861.

1st January, 61.

2nd February, 61.

5th March, 61.

Any man who has had no entries for the year, will, opposite the date in red ink, have the words written, "no entries for this year."

7. It is very desirable that a book answering to a Defaulter's Book be kept by each Captain for the women of his Company, in which are entered all offences brought to the notice of the Captain or Commanding Officer.

8. When a man has been tried by Court Martial, the date of his trial and the description of the Court will be inserted under the head of "by whom ordered," and, in the column of remarks, the place where he was tried.

# MEDALS LOST OR MADE AWAY WITH.

Price to be paid for Medals wilfully made away with, or lost through neglect, as per War Office Circular, dated 3rd August, 1860, No. 616.

	£	s.	d.
For a Crimean Medal, . . . . .	0	7	0
For each Clasp, . . . . .	0	1	0
For a China Medal, Kaffir War Medal, or Medal for good conduct or distinguished services, . . . . .	0	7	0
For a Medal granted for service in the Field in India, . . . . .	0	9	3
For each Clasp, . . . . .	0	1	1½
For a Victoria Cross, . . . . .	1	4	0

It should be clearly understood that Her Majesty's Government cannot replace a medal or decoration granted by a foreign power.

## THE RIFLE AND HOW TO TAKE CARE OF IT; CHARGE FOR BROWNING, &c.

1. As Officers only are supposed to be in possession of a copy of the Queen's Regulations, the following extracts will be found useful to the Non Commissioned Officers and soldiers. Page 101, paragraph 25.

"The charge for browning a rifle musket is estimated to cost  
"one shilling, and the operation to be renewed every two  
"years, half the expense or three pence per year, is to be  
"defrayed by the soldier, and the difference charged  
"against the public.

Page 102, par. 27. "All regiments being supplied with the  
"rifle musket pattern, 1853, it becomes of the greatest  
"importance to impress upon the soldier the necessity of  
"preserving his arms at all times in the highest condition.

28. "The value of the present arm over the smooth bored  
"percussion musket, can hardly be overrated, but as the  
"value depends upon the straightness and truth of the  
"bore, unless every care be taken to make the young sol-

"dier regard it as a valuable and delicate arm, the results  
 "will not come up to the real powers of the weapon.

29. "Placing arms forcibly in a rack, piling them carelessly,  
 "(in consequence of which they often fall down,) will  
 "frequently 'set' or crook the barrel, more particularly  
 "at the 'nose' where it is thinnest, and this being the  
 "point of delivery, the arm becomes irreparably injured.

30. "The soldier is on no account whatever, to use his mus-  
 "ket for carrying any weight, or for any purpose for which  
 "it is not intended, as the barrel is bent very easily, and  
 "though the injury may be so slight as not to be percep-  
 "tible to any but a particular viewer, it may be sufficient  
 "to destroy the accuracy of its shooting.

31. "Great care should be taken in skirmishing not to run  
 "the muzzle of the barrel into the ground, and a soldier  
 "accidentally doing so, should immediately fall out, as if  
 "the piece be fired, the obstruction in the muzzle is likely  
 "to burst the barrel; if not loaded, the dirt should be care-  
 "fully removed and the barrel wiped out, for if rammed  
 "down with a charge, it would tear the barrel, and destroy  
 "the surface of the bore.

32. If the interior of the barrel be allowed to become rusty,  
 "the increased resistance to the passage of the bullet, will  
 "probably cause the latter to strip, (or pass out of the  
 "grooving,) or else the wood plug may be driven through  
 "the bullet, and the arm for the time rendered useless and  
 "dangerous."

2. Non Commissioned Officers will pay particular attention that  
 the privates under their charge strictly comply with the rules laid  
 down on pages 13 and 14 of the book of "Instruction of Mus-  
 ketry," under the head of "Instructions to clean the lock and rifle  
 and keep them in proper order."

3. When the regiment is supplied with the new expense pouch,  
 containing an oil bottle, an annual allowance will be made by the  
 public to Captains of Companies, for the purchase of "Rangoon  
 oil," for the purpose of cleaning and oiling the rifle. At present,  
 they will purchase out of the ordinary contingent allowance "neat's  
 foot oil," which is considered next best to Rangoon.



4. Each soldier will also receive from the Quarter Master's store with his annual supply of clothing, 12 stripes of cloth selvage, 8 inches long by 1 inch in width, which are to be used in cleaning the rifle. This supply is to last one year. The unused stripes will be kept in the knapsack and shewn at inspection of necessaries. The one in use, as also a clean one, will be carried in the expense pouch.

5. On all occasions after firing, Captains of Companies will parade their men in arms, within one hour after dismissal, and will ascertain that the rifles have been thoroughly cleaned. The clean wiper kept in the expense pouch will be inserted in the jag of the ramrod when the arms are examined, the same being done at any other time an Officer may suspect a rifle of being rusty inside. Their particular attention is also called to paragraph 33, page 102, of the Queen's Regulations. To enable them to carry out these instructions, there will be one man per Company exempt from all Regimental and Company fatigues, for the purpose of keeping clean the spare arms, and those of men in hospital, confinement, or on furlough. Before any soldier is appointed for this duty, he must have been instructed by the Armourer Serjeant in the mechanism and construction of fire-arms, and be certified by the Instructor of Musketry, as capable of dismounting a rifle accurately and efficiently.

6. The charge for browning will be made annually in December, and every soldier (Staff Serjeants, Buglers, and boys not capable of bearing arms excepted) effective with a Company on the 31st of that month, will be charged three pence. The whole will be then credited to the Quarter Master through the Company's Abstract for December. The Quarter Master, keeping an account of the sums received, will be held responsible for settlement with the Armourer Serjeant. If the amount recovered from the soldiers should fall short of that paid to the Armourer, (which will readily happen if the Regiment is under its establishment in the month of December,) then the sum which is short will be recovered, by the Quarter Master making a general charge against Captains of Companies.

7. The Quarter Master will keep an account of the rifles, and bring it to the notice of the Commanding Officer when any of them

have been 2 years in wear, with the view of orders being issued for their being browned.

8. The Armourer will receive from the Quarter Master the numbers of the arms that have to be browned, and when the work is done, will render a return of them to the latter. This return must be countersigned by the Captain of the Company in whose possession the rifles are.

### BENEVOLENT FUND.

1. The Regimental Benevolent Fund, was established on the 1st February, 1849, and approved by authority, dated War Office, 5th June of the same year. This Fund after 11 years' trial, has been found fully to meet its objects, viz., the giving relief to widows and orphans, with occasional help in cases of long or fatal sickness in a family. The Lieutenant Colonel wishes it to be understood, that these are the only purposes to which assistance can be legitimately applied. It may appear hard to some, when the Commanding Officer is obliged from duty to the subscribers at large, to withhold his sanction from some particular charity in which they are interested. Others again may think that there is not that rigid economy observed which is due to a general fund. Amongst the varied causes of distress, it is often hard to discriminate, but there is one class whose case invariably meets with prompt attention, i. e., widows and orphans.

2. It was laid down by Lieutenant Colonel Hill, 22nd February, 1855, that a sum not less than £5, and not more than £10, might be given to each widow, to be regulated according to the number of children. After 5 years' experience on this scale, and with the support given to the fund, £10 as a minimum, and £15 as a maximum, might for the present be safely afforded. In the case of widowers where there are no children, a sum equivalent to the funeral expenses will be a sufficient grant. If there are children under 14 years, a further expenditure of about 30s. sterling for each child may be allowed.

3. A family suffering from the improvident habits of parents will not be considered entitled to relief. This would only be affording a premium for dissipation. On the other hand widows, no matter

in what circumstances they may be left, will be considered as having a positive claim to the usual grant.

4. Subscriptions on the part of Officers or men are entirely voluntary. Sums, however, beyond that laid down for subscribers, or special grants from members of the Regiment will be thankfully received.

5. When a man joins the corps, it will be the duty of his Pay Serjeant, to carefully read and explain to him the rules and objects of the Benevolent fund, and if married, point out to him the great expediency of securing at a trifling cost a certain sum for his widow and children in the event of his death in the Regiment.

6. Subscriptions to relieve the distress of those who have neglected to become subscribers to the fund should be discountenanced, as it only encourages the selfish man to depend on the charity of others when he can for the sum of 3½d. per month help himself.

7. Relief from the fund must not be looked upon as a charity, but rather as a certain sum to which the recipient has a just claim.

8. The following will be the rules regulating the Benevolent fund :

1. Every married Non Commissioned Officer and soldier wishing to become a subscriber shall pay one day's pay of his rank (good conduct pay not included) on his first entrance. Single men may pay whatever they think proper as entrance money.
2. The monthly subscription of married Non Commissioned Officers and men without reference to rank shall be at the rate of 3½d. sterling. That of single men whatever they see fit to give.
3. All sums taken from the fund shall be exclusively appropriated to the relief of widows and orphans, and other casualties amongst subscribers in the Regiment of a distressing or pressing nature, nor is there any regulation that would, in extraordinary cases, exempt single men from the benefit of assistance.
4. A committee consisting of the Serjeant Major as President, one Corporal and three Privates as members, shall be ap-

pointed from the Companies at Head Quarters by the Commanding Officer, and shall hold office for six months, i. e., from 1st January to 30th June and from 1st July to 31st December. All applications for relief will be referred to this committee, who after due enquiry will recommend to the Commanding Officer the amount to be given, *without reference to the rank of the deceased soldier* in the case of his widow being the applicant.

5. When cases requiring aid occur in a Company on detachment, a committee consisting of the Color Serjeant (who should invariably be a subscriber to the fund) one Corporal and three Privates will be formed, who will report to the Committee at Head Quarters the amount they consider it necessary to give.
6. No application for relief will be entertained from detachments unless the Form No. 63 be strictly complied with, and every information therein asked for given. The same rule will apply to Companies at Head Quarters.
7. Any married man transferred to the Regiment may join the fund (as laid down in rule 1) within six months after his arrival; but if he goes beyond that period he will begin to pay his monthly subscriptions from the expiration of his first six months. A single man marrying in the regiment and who has been six months in it, is required to join the fund within one month of his marriage. If he subscribe at a later period, he will be required to pay his back subscription from the date of his marriage.
8. Officers subscribing to the fund will pay as follows, viz :
 

Field Officers,	2s.	sterling	per	month.
Captains,	1s.	"	"	"
Subalterns,	6d.	"	"	"
9. Any man ceasing to be a subscriber forfeits all claim to relief or to the sums he may have subscribed. Also when a subscriber is finally discharged, his connection with and claim upon the fund ceases.
10. Captains commanding Companies will render to the Orderly Room, monthly, a return as per Form No. 42, and

the sums so collected will be placed to the credit of the fund in the Regimental Saving's Bank by the Serjeant Major.

This return will include the subscriptions of all Officers attached to or doing duty with the Company.

11. When a grant is made from the Benevolent Fund, the Captain, or other Officer making the payment will forward to the Orderly Room, with the monthly returns, a receipt as per following form, signed by the individual receiving the money :

Received, from Captain  
Royal Canadian Rifles, the sum of  
sterling, being a grant made to me from the Regimental  
Benevolent Fund.  
(Place and date.)

(Signed,)

#### BAGGAGE.

1. Owing to the Regiment being very much composed of married men, there is an urgent necessity for Officers commanding Companies to be continually on the watch to guard against any undue increase of baggage. As a matter of course a married man with five or six children will require a little more consideration than one who has none, and it is therefore difficult to fix the exact size of box that may be tolerated in each case. The maximum rate however, will be fixed at that laid down for Officer's boxes per Horse Guards Order, 8th December, 1858 ; i.e., all married men allowed barrack accommodation may have in all one box for family use, the size of which shall not exceed three feet six inches in length, two feet in width and two feet three inches in depth, or in cubic measurement, fifteen feet nine inches. Married men not having boxes of these dimensions will not be allowed to make up the bulk by a number of small ones. One box only can be allowed for each woman, and if the husband does not choose to get one of the maximum size, the inconvenience must fall on himself. All men both married and single will be allowed to keep in the barrack room one box each, twenty-two inches in length, twelve inches in depth and twelve in width. Those at present in use if of such size as to go

below the bedstead lengthways between the feet, and not exceeding two feet in cubic measurement, need not be altered.

2. As the box for married men's families is greater than has been hitherto allowed it is expected that there be no necessity for any addition in the shape of parcels, baskets or other small packages. Such articles, as well as *furniture of any description*, must never be brought forward as regimental baggage when preparing for a march.

3. It must be borne in mind that the public makes no provision for the carriage of married soldiers' baggage beyond one cwt. or five cubic feet for each woman on rations. In the event therefore of a move by steamboat or rail where the conveyance is limited to regulation, the married soldier will not be considered entitled to forward his box of fifteen cubic feet along with the regimental baggage, to the discomfort and inconvenience of his comrades.

4. When a Company or detachment is called upon to change quarters, the Captains of Companies will use every means to see their married men's rooms cleared of every extra article of furniture, boxes or other packages, at least 3 days before the day fixed for the march. So that, if sufficient warning has been received from the authorities, when the move actually takes place there shall be nothing in barracks beyond the regimental regulation.

5. As it has been found by experience that steamboat and railroad authorities in this country will not deal with soldiers individually for their surplus articles, but measure the whole together and make a general charge for "extra baggage" against the regiment, a similar mode will be adopted by the Quarter Master and Captains of Companies. The charges will be made in the following proportions:

Every married man whose family is on rations will pay for 12 cubic feet, i.e., ten for his family box, and two for his own. Married men whose families are not on rations will pay for 17 cubic feet, i.e., 15 for their family box and 2 for their own, unless the contractors should make an arrangement with the Quarter Master and allow of any deduction on the score of these persons having paid their fare like any ordinary passenger. In such a case, they will be dealt with in the same way as those on rations. Every single man will be charged with 2 cubic feet. No person will be allowed

to plead exemption from this general charge on the score of their box being under the regulated size.

6. Every box must be regularly marked in front with the owner's regimental number, name and present regiment. Its measurement in cubic feet, will also be marked on the end of it. These regulations when properly carried out will save many complications in the event of a march. Any person objecting to comply with them will forfeit all considerations to indulgences which it is in the power of the Commanding Officer to grant.

7. Officers are requested to set a good example by limiting all baggage carried with the troops to Her Majesty's regulations both as to packages and quantity. Even should there be room in a vessel or train, the Commanding Officer will not sanction the soldiers being employed in attending to Officers' extra baggage, which in this country can always proceed cheaply and expeditiously by the ordinary public routes. As for articles of furniture, except enclosed in the usual cases, he positively forbids their accompanying the march.

#### INSPECTION OF COMPANY BOOKS, TRADESMEN'S ACCOUNTS AND ENTRIES IN DEFAULTERS' BOOKS, AND REPORT OF DEFAULTERS.

1. On the 5th of every month the following Company's books, &c., will be taken to the Commanding Officers quarters for his inspection :

Day book, Companies' Mess book, Acquittance Roll, Ledger, Saving's Bank, Men's Pocket Ledgers, Pay sheet, also all Regimental Bills against the Company duly receipted, such as Armourer's, Shoemaker's, Tailor's, washing bills, &c. The Acquittance Rolls will be deposited in the Orderly Room on being received back from the Commanding Officer.

2. All bills against Non Commissioned Officers and men must be rendered to the Captains of Companies by the 25th of each month. Accounts to be in sterling.

3. By the first Monday after the 5th of each month, Captains of Companies at Head Quarters will be ready to attend at the Orderly Room with their Company defaulter books for the purpose of comparing the entries made therein with the Regimental defaulters'



book and Guard reports. Officers commanding detachments must be careful to adopt the same mode of personally checking these entries before they render to Head Quarters their monthly return of crime.

#### ATTENDANCE AT REGIMENTAL AND SUNDAY SCHOOLS.

1. The regular attendance of children at the Regimental School is a matter of vast importance to them in after life, and as the public has spared no expense in placing these schools on the most advantageous footing, it is strictly enjoined upon Officers commanding detachments, to give every countenance and support to School Masters and Mistresses in the discharge of their duty.

2. At each post where a school is established an Officer will, if possible, be obtained voluntarily to visit it. He will of course not be supposed to adopt any system of his own, but see that the teachers maintain proper authority, and strictly carry out the regulations issued from the War Office.

3. It is also a great advantage when the Ladies of the Regiment will give countenance and assistance to School Mistresses, by regularly visiting the Infant and Industrial schools.

4. Officers and lady visitors also masters and mistresses are requested to take particular notice of the cleanliness of the children, particularly in the matter of their hair. The School Master will send *after school hours* for the parent of any child that has been found fault with for being sent dirty to school, and call their attention to this neglect. Repetitions of the offence must be brought to the notice of the Commanding Officer.

5. Parents wishing for a few days leave from school for their children, will apply *personally* to the School Master or Mistress, who will be authorized to give leave for any period not exceeding one week. If the application is for a longer period, it will be referred by the School Master to the Commanding Officer.

6. The practice of parents sending their children to schools in town on the ground of receiving religious instruction, or for any other reason, is forbidden. Opportunities are regimentally given twice a week for religious instruction by clergymen at every

denomination, therefore there can be seldom reason for such application.

7. Any parent having a complaint to make in connexion with the school, will on no account whatever go to either School Master or School Mistress but will make it to the Commanding Officer through the Captains of Companies.

8. No child under 14 years of age can be withdrawn from school for the purpose of learning a trade, without the Commanding Officer's permission, neither can they be readmitted to school without the same sanction.

9. It is considered that all children on attaining 4 years of age, are capable of attending school.

10. Officers commanding detachments will give every assistance to Chaplains or others in establishing and conducting Sunday Schools, and the attendance of children at these schools is imperative, except in cases of Roman Catholics, who must not be compelled to attend a Protestant school, or vice versa.

11. The following is an extract from the School Regulations dated War Office, January, 1859.

"School Mistresses are expected to cooperate with the Chaplain and School Master with regard to the attendance of female children at Sunday Schools.

"Both School Masters and School Mistresses, unless reasonable cause to the contrary can be shewn to the satisfaction of the Commanding Officer, will accompany the school children to Church or Chapel, and will be expected to endeavour on all occasions, by their influence and example, to promote the religious welfare of those persons subjected to their influence."

They are not however to be required to attend any form of Divine Service to which they entertain conscientious objections.

#### ATTENDANCE AT DIVINE WORSHIP.

1. Church parade will invariably be considered a "general parade," Staff Serjeants and all regimentally employed men must be there, except those attending sick or the Officers' Mess.

2. The Medical Officer in charge of the hospital, and the Serjeant in charge at the Officer's Mess, are held responsible that the men

employed at these establishments attend Divine Worship at least alternate Sundays.

3. The following is extracted from the Queen's Regulations, paragraph 16, page 212:

"The wives of soldiers are also to be encouraged to attend "Divine Service."

4. It is considered imperative upon all children attending school to go to Church as well.

5. Any infringement of the above or foregoing regulations regarding Divine Worship and school will render the parents liable to forfeiture of all regimental indulgences.

6. It is common in the service for married Officers to go to Church with their wives, and to have leave from any early or special military service. The Commanding Officer nevertheless would not only bespeak at all times a good attendance of Officers with their men, but by all means discourage single Officers having leave from Church parade on the grounds that they propose attending such or such Cathedral or Chapel instead.

#### COMPLAINTS.

1. Any Non Commissioned Officer or soldier having a complaint, will make it to the Officer in charge of his Company before bringing the same to the Commanding Officer. The proper course is for the soldier to apply to the Color Serjeant, who may either accompany the man himself to his Officer, or direct the Company Orderly to do so. This must be immediately done, unless it should be considered by the Color Serjeant that the hour is unseasonable, and the object sought one which may be delayed without hardship to the soldier. The same rule will be observed when there is a favour to ask. The course here laid down will not prevent a soldier from asking the privilege of speaking privately with the Officer when brought before him. The Commanding Officer also would be sorry for the necessity of laying down any law which would prohibit a well behaved man from at any time seeking his Officer's friendly counsel and advice, in a less formal manner. Such terms between a superior, and a subordinate who from his good conduct is entitled to respect, is unlikely to lead to abuse, but rather to a feeling of confidence and the good of the service.

2. If a Captain declines to decide in the matter of complaint brought before him, or a soldier declares himself dissatisfied with the Officer's judgment, he may then request his case to be brought before the Commanding Officer. If still dissatisfied, he may then appeal to the General or other Officer Commanding the District or Station, but his appeal must invariably be forwarded through the Officer commanding his Company to the Commanding Officer for transmission to any higher authority.

3. A soldier having the slightest appearance of being under the influence of liquor or seeming excited or out of temper, should never be taken before an Officer for any purpose whatever.

4. Except in any extraordinary cases, the half yearly inspection is the time for communication with the General.

5. A soldier who considers himself improperly warned for duty, may respectfully remark so to the Non Commissioned Officer; but if the latter still adheres to his warning there can be no further altercation; the duty must be done and afterwards reported by the aggrieved party.

### DESERTERS.

1. Whenever a man is absent without leave, the Company Orderly will continue to report him at all parades and roll calls until the expiration of five days. When the five days are up, a special report as per Form No. 41 will be sent to the Orderly Room by the Captain of the Company. If on detachment, the Officer commanding at the post will forward the same, without delay, to Head Quarters.

2. When any man of a detachment is absent without leave for the space of two months, the 171st Article of War will be complied with, without waiting for an order from Head Quarters. The proceedings of the Court to be immediately forwarded to Head Quarters.

### MANNER OF FORMING PARADE.

1. The hour for morning parade will be fixed by the Officer commanding at each post. The following will be the established regimental system of forming the parade, and must be strictly adhered to by all detachments.

2. Fifteen minutes after the dressing bugle for parade sounds, the Serjeant Major will call coverers for Staff parade, on which the Band Orderly, and Company Orderlies will take up the distance with recovered arms at open column, right in front. On the word "steady" the Orderly Serjeants will shoulder arms and the whole of the buglers will sound the Non Commissioned Officers and Band call. The Band and Non Commissioned Officers will then, in two ranks at close order with shouldered arms, fall in on the right of their respective coverers. The latter will ascertain that all are present, and immediately after again place themselves on the left of their Companies. The Staff Serjeants will fall in, in rear of the column. The Serjeant Major now collects the reports, and as the Companies will generally be of unequal strength he will give the word "On the move, left wheel into line, quick march." When wheeled square, the Non Commissioned Officers will feel in to the right, continuing to mark time until the Serjeant Major gives the word of command "Halt dress." The ranks being opened, the Serjeant Major makes his report to the Adjutant whose duty it is to inspect the Staff parade. The ranks are then closed, faced to the right, and told to break off.

3. The Serjeant Major next calls the coverers for Companies. On this the Company Orderlies with recovered arms, mark the spot where the left of their Companies will rest. Another Non Commissioned Officer of each Company at the same time marks the depth of a subdivision—with three paces more—to the right of the covering Serjeant. This will be the place where the left of the right subdivision rests. On the word "steady" being given by the Serjeant Major, the whole of the coverers will come to the shoulder. All the buglers on parade will then sound the "fall in" when the men will place themselves, in two ranks at close order, and with shouldered arms, upon the right of the Non Commissioned Officers marking the respective subdivisions. They will dress as they fall in, and feel in to the left without reference to whom they are covering. The Companies having previously sized according to the rule laid down in Article 2, page 48, of the Field Evolutions, each individual will at once take his place. The front rank of the right subdivision will be considered the 1st squad, the rear rank the 2nd squad, the front rank left subdivision the 3rd squad, and

the rear rank the 4th squad. When a man of the front rank happens to be absent, the rear rank man is *not* to take his place, but will remain in his own squad until after squad inspection. The whole being steady, the Serjeant Major gives the word "order arms" "stand at ease." Lance Corporals will not fall in in the ranks at parade, until the Company is about to be equalized, and prepared for the Captain's inspection.

4. The inspection of squads by the Subaltern Officers then takes place, the Company Orderly having called the men to attention and opened the ranks. The Senior Subaltern will now form up the Company, open and dress its ranks and have it ready, at shouldered arms, for the Captain. The ammunition is only required to be looked at by the Captain. The time taken up by this inspection of squads need not exceed 5 minutes.

5. The Company Orderly having ascertained whether the Company is present by counting the number of men and comparing them with his state during the time the squad inspection is going on, will report to the Senior Subaltern. He in return will report to the Captain, handing him at the same time the state. The Captain will then proceed to the inspection of the Company as per regulation, accompanied by the Subaltern Officers and the Color Serjeant.

6. The Serjeant Major will call for the Company Orderlies, and on the Captains completing their inspection equalize the Companies. The Captain will then direct one of his Subalterns to tell off and prove the Company as per Regulation.

7. The Companies may now stand easy, and the Officers walk about, waiting for the Commanding Officer's orders, who will direct the Adjutant as to where he wishes the coverers put out. On the latter being dressed and steady, the Commanding Officer will order the bugler to sound the "close" or give the word of command "march up." Upon this the Captains briskly call their men to attention, take them the shortest and simplest way to their coverers, halt, front, dress, give the word stand at ease, fall in themselves, and remain, together with their Companies, perfectly steady.

8. All Regimental or General Orders must be read out on parade to their men by the Companies' Officers. The state must also be signed on parade by the Senior Company's Officer, who

must satisfy himself before doing so that the men of his Company are all properly accounted for.

9. Every Officer is expected to be on parade by the time the fall in sounds.

10. On common morning parades Companies will fall in on the Company Orderly, the whole feeling in to their left without any interval between the right and left subdivisions.

11. The telling off and proving of companies on parade, should be done briskly, and without noise and worrying. If a man can't drill he must be marked down for instruction afterwards.

### DEFAULTERS.

1. There will be a Non Commissioned Officer told off at each post to take charge of defaulters and men confined to barracks. He will keep a note of punishments awarded, and put the names of the delinquents on the gate and canteen; taking them off again when their time expires.

2. The Serjeant of the Barrack guard will direct the orderly bugler to sound for Defaulters at uncertain times and on a general average of once an hour, between rouse and tattoo. The first call should not be earlier than half an hour after rouse, and the last at the warning bugle for tattoo. Defaulters should not be called at a time when they are supposed to be in their barrack room, such as about meals, &c. On all occasions of defaulters answering their names, they must be clean and properly dressed in fatigue dress. Orderly men of rooms and Company cooks, if confined to barracks as a punishment, will be exempt from answering their names at defaulters roll call, except between retreat and tattoo.

3. Men sentenced to confinement to barracks, are liable to be employed on duties of fatigue for four hours a day, one hour at a time, and may be called on to cut wood for the Hospital, Orderly Room, Pay Office, Quarter Master's store, School, and Passage Stoves in Officers' quarters. In summer, when there is no wood, they may pick grass or do any other description of work, which will tend to lighten the fatigues of the deserving soldier.

4. The hours for work will be from  $\frac{1}{2}$  to 7 to  $\frac{1}{2}$  to 8, from 11 to 12 a. m., from 2 to 3, and from 4 to 5 p. m.



5. Men sentenced to confinement to barracks, are also liable to four hours a day drill for their first 14 days, one hour at a time. When not on fatigue, they will turn out at the hours above stated. All defaulters drill must be in regular marching order. Men ordered confinement to barracks by the Officer in charge of the Company, will not, unless specially ordered, attend drills or do drudgeries. But they must attend defaulters roll call.

### BARRACK DAMAGES.

1. All damages noted at the inspection of a barrack room, should be charged against the men of the room. Those occupying rooms opening in a passage, are liable to the damages for that passage. The Company cook is liable for any damage in the cook house, unless he can prove that he reported it when he took charge. The Non Commissioned Officer commanding a guard, is responsible in like manner for his Guard Room, unless he can shew from the relieving report, that the damage already existed. It must then be traced to the proper party. Every means must be adopted to make the Soldier pay for wilful damages, to the protection of careful and orderly men.

2. The Quarter Master in rendering his account against Companies, will define the articles charged, and for what room or passage. Articles that have unavoidably become a general charge will be entered by him in his account in the following manner :

#### GENERAL BARRACK DAMAGES.

1 Pane of Glass in Privy, 6d.    ¼th charged, 0s. 1d.  
1 Sentry Box damaged, 10s.    ¼th charged, 1    8

This is supposing that six Companies occupy the Barracks, and that all had access to the Privy and Sentry Box for which the charges are made.

### ISSUING FUEL.

The attention is called to the General Order, dated Montreal, 21st September, 1841, (Republished 7th May, 1858,) regarding the issue of fuel. To enable the Quarter Master to carry out these orders, a sufficient number of men will be warned on fatigue on issuing days, and no cart conveying wood should be allowed to leave

the wood yard unless accompanied by one of these fatigue men. It will be that man's duty to keep close by the cart, until the wood is put down at the place appointed. There will also be sentries warned for every place of deposit who will prevent fuel being taken away until it is piled and measured off by the Quarter Master or his Serjeant, and handed over to the persons for whom it is intended. When the issue for the day has been carted to the several places of delivery, fatigue men will be warned to pile it, and each Department, Officer, Company, or person drawing a separate allowance, will then have the same measured off by the Quarter Master, or his Serjeant.

### POSTAGE.

1. All periodical or casual returns for the Orderly Room, Quarter Master, or Instructor of Musketry, that can be held over till the end of the month without detriment to the public service, will be put in parcel form addressed to the Adjutant, and forwarded by Express *unpaid*.

2. Letters connected with the Departments above named, or documents requiring to be forwarded without delay by post, must invariably be prepaid and addressed to the Adjutant.

3. The letter carriers of the different detachments will keep a separate account as per Form No. 29, against the Adjutant, and forward the same *monthly*.

4. The postage of all letters on *private affairs* addressed to the Commanding Officer or Heads of Departments, must be prepaid by the Officer making the communication.

Letters and documents on public service addressed to the Pay Master, will be charged to that Officer.

5. Documents to whom sent.

#### *For the Adjutant.*

Monthly State.  
Claims for G. C. Pay.  
Families Return.  
All Returns connected with  
Arms, Accoutrements, Great

#### *For the Paymaster.*

Company's Pay List.  
Officer's Receipt for personal  
Pay.  
Statement of Rations drawn  
at the Post.

*For the Adjutant.*

Coats, Clothing, Winter Clothing,  
Money, Ammunition and Regi-  
mental necessities.

List of Subscribers to Benevo-  
lent Fund, Quarterly Return of  
Ages, Service, &c., by Companies.

All demands for Stationery or  
Blank Forms supplied at the  
public expense.

Proceedings of Courts Martial  
and Courts of Inquiry.

Attestations of men re-enlisted.

Schedule B. on men re-engag-  
ing.

All claims for Medals with or  
without gratuities.

Applications for leave to marry.

Return of completed service  
men.

Proceedings of Medical board  
on men Invalided.

List of women and children  
entitled to a passage to England.

All documents connected with  
Savings Bank, except War Office  
Form 388, which should be at-  
tached to non-effective accounts  
and for forwarded to the Pay Master.

Letters addressed to School  
Master connected with Schools.

*For the Paymaster.*

Hospital Stoppages.

Captain's Receipt for Compa-  
ny's Pay.

Non-effective documents with  
Savings Bank, War Office Form  
388, attached.

Pocket Ledgers.

Return for Books, &c.

Declaration of Men claiming  
Guard's Pay.

School Master and Mistress'  
receipts for Pay.

School charges for the Quar-  
ter.

Claims for Lodging Money.

Claims for travelling expenses  
by Officers.

Ration Certificates.

## ISSUING AND FITTING CLOTHING.

1. Ten per cent. of the clothing being supplied unmade, this percentage will be apportioned to Departments according to the number of men at each Post.

2. On the receipt of the annual supply of clothing for the Regiment at Head Quarters, the usual Board of Officers will assemble, as per Circular Memo. Horse Guards, December 5th, 1859, and superintend the opening of the bales, counting the number of suits, and comparing the same with the Invoice and Sealed Patterns.

3. The clothing for the Detachments will then be selected by the Quarter Master—according to size rolls previously received from Companies as per Form No. 57,—and forwarded with least possible delay. On being received it must be unpacked in the presence of a Board of Officers who will count the suits, and compare the number with the Invoice furnished by the Quarter Master. A duplicate of the Invoice will be returned to the Quarter Master in acknowledgment of receipt.

4. Boards assembled at Head Quarters and on Detachments for the inspection of clothing on its receipt, will fit ten per cent. of the different articles on the men of the particular sizes marked on the tickets attached thereto. Detachment Boards will specially report to Head Quarters whether the tickets correspond with the actual size of the garment. (See Circular Memorandum, general number 59, Horse Guards, 7th December, 1860.) Men who complete their period of service within the first quarter of the financial year, if they intend to reside in Canada, will not be fitted with clothing.

## PRICE TO BE CHARGED FOR TAILOR'S WORK.

List of Prices to be charged for work done in the Tailor's Shop as fixed by a Regimental Board, assembled at Montreal, Canada East, dated 7th February, 1860.

PRESIDENT.

CAPTAIN HUMPHREYS.

MEMBERS.

CAPTAIN WEYLAND.

CAPTAIN MCGILL.

LIEUTENANT SAVAGE.

*Requisition Orders by Lieut Col. Hibbs. Kingston Customs 27 April 1860*  
 1. - Until further orders the following will be the prices charged for  
 work done in the Tailors Shop as fixed by a Regimental Board, -

Description of work	allowance to the Master tailor		allowance to the Workman		Total
	£	s	£	s	
Trock Coat	2	6	6	"	8 6
Vest Double	1	"	2	"	3 "
Vest Single	"	9	1	9	2 6
Trowsers	1	"	2	"	3 "
Great Coat	2	10	6	2	9 "
Shooting Coat	2	"	5	"	7 "
Sea Jacket	3	"	5	"	8 "
Breeches	1	6	2	6	4 "
Leggings	"	6	1	7	2 1
Gaiters	"	6	1	2	1 8
Main Dress Coat	2	6	5	"	7 6
Trock Coat	3	"	5	"	8 "
Vest without sleeves	"	9	1	9	2 6
Vest with sleeves	1	"	2	"	3 "
Vest double without sleeves	1	"	2	"	3 "
do do with do	1	3	2	3	3 6
Cloth Trowsers	"	10	1	8	2 6
Flush or Cloth Breeches	1	3	2	3	3 6
Great Coat	2	"	5	"	7 "
do do lining with Cape	3	"	5	6	8 6

*The above amended list of prices will be inserted at Page 73 of  
 Regimental Standing Orders within a day and the original  
 List Cancelled.*

*Signed, A. G. Lewis Esq  
 Capt. R. R. Webb*

Officer's Uniform.

Field  
Capt.  
Suba  
Patro  
Undre  
Dress  
Undre  
Winte  
Forag  
Mess  
Frock  
Uniform

Officer's Plain Clothes.

Frock  
Vest D  
Vest Si  
Trowse  
Trowse  
Great O  
Great O  
Shooting  
Morning  
Breeches  
Leggings  
Gaiters,

Plain Dre  
Do Fro  
Single Br  
D

Double Br  
D

Cloth Tro  
Cloth or P  
Great Oqs

Do

Moleskin J

Do T

Do V

Do w

Overalls,...

Linen or Jer

Do Ve

Ranking Serjeant's

Ranking Rank and

Ranking Serjeant's

with Badges,...

Ranking Private's

without Badges

Ranking Tartan T

The foregoing

Company H

DESCRIPTION OF WORK.	Allowance to the Master Tailor for Cutting.			Allowance to the Workman for Making.			TOTAL.
	£	s.	d.	£	s.	d.	
<b>Officer's Uniform.</b>							
Field Officer's Dress Tunic,.....	0	8	0	0	19	6	1 5 6
Captain's do.,.....	0	8	0	0	17	6	1 3 6
Subaltern's do.,.....	0	8	0	0	15	6	1 1 6
Patrolling Jacket,.....	0	4	0	0	11	6	0 15 6
Undress Shell Jacket,.....	0	3	6	0	9	10	0 13 4
Dress Trowsers,.....	0	1	0	0	3	1	0 4 1
Undress Trowsers,.....	0	1	0	0	3	1	0 4 1
Winter Coat,.....	0	5	0	0	13	9	0 18 9
Forage Cap,.....	0	0	6	0	2	0	0 2 6
Mess Vest,.....	0	0	6	0	2	0	0 2 6
Frock Parade,.....	0	3	6	0	7	6	0 11 0
Uniform Cloak,.....	0	2	4	0	5	2	0 7 6
<b>Officer's Plain Clothes.</b>							
Frock or Dress Coat,.....	0	2	6	0	5	6	0 8 0
Vest Double Breasted,.....	0	0	9	0	2	0	0 2 9
Vest Single Breasted,.....	0	0	6	0	1	7	0 2 1
Trowsers without Pockets,.....	0	0	9	0	1	6	0 2 3
Trowsers with Pockets,.....	0	0	9	0	2	0	0 2 9
Great Coat Plain Sack,.....	0	2	0	0	4	2	0 6 2
Great Coat cased and bound,.....	0	2	10	0	6	2	0 9 0
Shooting Coat,.....	0	1	8	0	4	7	0 6 3
Morning Gown,.....	0	1	3	0	3	1	0 4 4
Breeches,.....	0	0	9	0	2	1	0 2 10
Leggings,.....	0	0	6	0	1	7	0 2 1
Gaiters,.....	0	0	6	0	1	0	0 1 6
<b>Private's Uniform.</b>							
Plain Dress Coat,.....	0	2	0	0	5	0	0 7 0
Do Frock Coat,.....	0	2	9	0	5	0	0 7 9
Single Breasted Vest without Sleeves,.....	0	0	6	0	1	9	0 2 3
Do with Sleeves,.....	0	0	7	0	2	0	0 2 7
Double Breasted Vest without Sleeves,.....	0	0	8	0	2	0	0 2 8
Do with Sleeves,.....	0	0	9	0	2	3	0 3 0
Cloth Trowsers,.....	0	0	6	0	1	7	0 2 1
Cloth or Plush Breeches,.....	0	0	9	0	2	1	0 2 10
Great Coat without Cape,.....	0	2	0	0	5	0	0 7 0
Do with Cape,.....	0	2	3	0	5	6	0 7 9
Moleskin Jacket,.....	0	0	10	0	2	0	0 2 10
Do Trowsers,.....	0	0	6	0	1	3	0 1 9
Do Vest with Sleeves,.....	0	0	6	0	1	7	0 2 1
Do without Sleeves,.....	0	0	6	0	1	0	0 1 6
Overalls,.....	0	0	10	0	2	0	0 2 10
Linen or Jean Jacket,.....	0	0	6	0	1	6	0 2 0
Do Vest,.....	0	0	4	0	1	0	0 1 4
Making Serjeant's Shell Jackets from Store,.....	0	0	6	0	2	0	0 2 6
Making Rank and File do.,.....	0	0	3	0	0	9	0 1 9
Making Serjeant's Shell Jacket from Tunic with Badges,.....	0	0	6	0	2	4	0 2 10
Making Private's Shell Jackets from Tunic without Badges,.....	0	0	5	0	1	3	0 1 8
Making Tartan Trowsers,.....	0	0	3	0	0	8	0 0 11

The foregoing prices are in sterling money in which all Officers and Company Bills are to be rendered by the Master Tailor. The



prices for cutting and making are to be stated as separate items in the bill.

Any article not mentioned in the foregoing list, is to be regulated by the time which it would take to make up, allowing the workman at the rate of 1s. 4d. sterling per diem.

All small jobs are to be charged at the rate of 2 pence sterling per hour.

No material is to be found by the workman.

In the event of any Non Commissioned Officer, Bugler or Private losing or destroying his Regimental Tunic or Cloth Trowsers, and being supplied with a new one from the Quarter Master's store, the Government price will be charged for making up. (See form below.)

(Signed,) W. H. HUMPHREYS, *Captain,*  
*President.*

Approved, W. H. BRADFORD, *Colonel.*

#### DISTRIBUTION OF THE MONEY CHARGED FOR ALTERATION OF CLOTHING.

The following will be the manner in which the allowance for the making up, or fitting of clothing, will be apportioned between the Master Tailor and the Journeyman.

DESCRIPTION OF WORK.	Master Tailor.	Journeyman.	Total allowed.
	s. d.	s. d.	s. d.
Cutting and making Staff Serjt's Suit,.....	2 6	9 0	11 6
Cutting and making Tunic for Serjeants, Bandsmen and Buglers,.....	1 1	3 11	5 0
Cutting and making Trowsers for Serjeants and Bandsmen,.....	0 3	0 10	1 1
Cutting and making Tunic for Rank and File,....	0 7	2 11	3 6
Cutting and making Trowsers for Buglers and Rank and File,.....	0 2½	0 9½	1 0
Fitting Suit for all Ranks,.....	0 3	0 9	1 0
Fitting and attaching buttons for Suit,.....	0 ½	0 1½	0 2
When chevrons or good conduct badges are made from material supplied by the Master Tailor, and charged to the Soldier, the amount will be apportioned as follows, viz :			
Serjeant's Chevrons, on both arms,.....	0 7½	0 4½	1 0
Corporal's do do .....	0 5	0 3	0 8
Lance Corporal's do do .....	0 2½	0 1½	0 4
Good Conduct Badge, on one arm,.....	0 1½	0 ½	0 2
Strings to Great Coat, the Soldier providing the material,.....	0 ½	0 3	0 3½

## SOLDIERS SALUTING OFFICERS, GENERAL RESPECT TO SUPERIORS, &c., &c.

The Commanding Officer calls attention to the following passage in the Field Exercise and Evolutions of the Army. Page 10.

"Although Soldiers are taught the motions of saluting at the halt, it is not intended that they shall salute when standing still; if standing when an Officer approaches, they will face towards him and come to attention; if sitting, they will rise and stand at attention. At all times when soldiers are walking they will salute an Officer when passing him (whether he is in uniform or not, provided they know him to be an Officer), commencing the salute four paces before they come up to him."

The men of the Battalion may depend upon it that an observance of the above order as relates to Officers of other corps when out of uniform, will gain for them good will and a good name in a Garrison.

The Lieut. Colonel likewise desires to enjoin upon married men the teaching of habits of deference and respect to their families. The children for instance must stop playing and bow or curtsy to their Officers when the latter pass them. The absence of this training not only has a bad and un-English tendency amongst the young, but an unfavourable effect as regards the discipline of the Schools. The Commanding Officer therefore will hold parents responsible that the Schoolmaster's instructions on this head be strictly carried out.

The Lieut. Colonel also takes the opportunity of remarking that the women of the Regiment very constantly fall short of the civility of their country women at home, towards those who happen to be in authority over them. There is deference due from all in a Regiment, from the Second Senior to the Commanding Officer, and so on through all ranks to the women and children. Without laying down any rules on this subject, or enjoining a shew of subserviency, as disagreeable to receive as to evince, it will be sufficient to observe, that the voluntary acknowledgment of their Officers when they meet them and when the occasion is fitting, while it is a thing most proper in itself, is productive of kindly feelings, and rather adds to than diminishes from the respect with which the women would be viewed. Let no false notions of dignity or independence mislead in this matter.

separate items

to be regulated  
the workman

ence sterling

Bugler or Pri-  
cloth Trowsers,  
Master's store.  
(See form

, Captain,  
President.

GED FOR

owance for the  
l between the

Journey- man.	Total allowed.
s. d.	s. d.
9 0	11 6
3 11	5 0
0 10	1 1
2 11	3 6
0 9½	1 0
0 9	1 0
0 1½	0 2
0 4½	1 0
0 3	0 8
0 1½	0 4
0 ½	0 2
0 3	0 3½

With regard to Officers visiting barrack rooms on duty, the Lieut. Colonel expects that when there is no reason to the contrary the women will rise up to their feet.

It is requested that Officers will for the general respectability of the Corps, notice any infringement of the spirit of these remarks, while they are careful themselves not to be outdone in civility by those under their orders, and to return a salute even from children.

### MISCELLANEOUS.

1. Whenever an Officer or Non Commissioned Officer has occasion to confine a man, he will without delay report, either verbally or in writing, to the Company Orderly of the prisoner's Company, giving the crime, and the names of the evidence in support of it.

2. Escorts with prisoners to a military jail should start so as to arrive at their destination before 6 o'clock p. m. They should not, when it can be avoided, reach the Prison on Sundays. Prisoners sent to Garrison or Barrack Cells should arrive between the regular dinner hour and dark in the evening.

3. As Soldiers confined by Court Martial are released at 7 p. m., of the day on which their punishment expires, receiving full pay and reckoning service for that day, they will be considered available for all parades and duties after being marched into barracks. Those sentenced to summary confinement by the Commanding Officer, are released at 2 p. m., of the day on which their punishment expires. Being subsisted as prisoners for that day, they will not, except under extraordinary circumstances, be put upon any duty until the day following.

4. The Medical Officer in charge will enter on the back of the Hospital morning state, sent daily to the Orderly Room, the names of men admitted or discharged. Opposite those discharged he will write "to duty" or "to convalescent list." He will please also to enter the names of convalescents, and when any of them are considered fit for duty, write opposite their name "to duty."

5. A man discharged from hospital or the convalescent list is not on any account available for duty until the day following.

6. All men reporting themselves sick, or who are discharged from hospital, will have their names put on the gate for that day.

Convalescents will be placed on the same list while they remain exempt from duty. The Company Orderly will see to this.

7. Any man reporting himself sick and neither admitted to hospital nor placed on the convalescent list, will be confined to barracks for the day.

8. Any Officer, Non Commissioned Officer or Soldier reporting himself sick when on or after being warned for any duty, if not admitted to hospital or the sick or convalescent list, will be required to make good the duties missed.

9. Any Officer, Non Commissioned Officer or Soldier put on duty, in place of another who has become a casualty, will receive credit for a full term of duty.

10. A Non Commissioned Officer or Soldier confined when on duty, will make such duty good; unless imprisoned for the offence or in cases where the offence may not have been proven.

11. Any Regimentally employed Non Commissioned Officer or Soldier if summarily dealt with and sent back to his duty in the ranks by the Commanding Officer, will be considered as coming on the roster immediately on his case being disposed of.

12. A Non Commissioned Officer or Soldier will make good any duty missed in consequence of his being absent without leave or a prisoner in the guard room: except when the offence is punished by summary imprisonment or Court Martial, or when he is sentenced to forfeiture of pay for absence without leave.

13. Officers, Non Commissioned Officers and Soldiers when warned for duty from the Orderly Room, are not allowed to exchange with others, except by permission of the Commanding Officer.

Application for this indulgence to be made through the Adjutant.

14. Non Commissioned Officers and Soldiers when detailed for company fatigues by the Orderly Serjeant of the Company, may be permitted to exchange duties by the Officer commanding the Company.

15. The particular attention of Officers, Non Commissioned Officers and men, is called to the necessity of all marriages and baptisms being recorded in the Regimental Register (Officers in their record of service). It devolves upon individuals themselves

to make their report to the Orderly Room to enable the Adjutant to insert these, to them, important entries.

16. When an Officer is sick he will report either verbally or in writing to the Medical Officer in charge and also to the Adjutant. The latter will report to the Commanding Officer, as well as give notice to the Company Orderly of the Company to which the Officer belongs. When an Officer is on the sick list, he is not to leave his room, unless recommended by the Medical Officer to take exercise.

His servant will be excused all parades during the time he remains on the sick list.

17. When an Officer joins and requires a servant, he will apply to the Adjutant, and on one being named, will obtain the Commanding Officer's permission to employ him, stating whether he has the sanction of the Captain to whom such man belongs. The same rule will be observed when an Officer wishes to change his servant, or any of the Regimental Staff desire to displace any one employed in their department. In cases of the latter kind the reason for parting with the man must be given.

18. It will be understood that when an Officer appears in Regimental Orders as attached to, and to do duty with, another other Company, he will for the time being be considered as belonging to that Company and be struck off the establishment of his old one.

19. Staff Officers and Staff Serjeants, will be attached alternately to the Companies at Head Quarters. A Company at each station will also be named in orders to have all unposted men attached to it, so that when such persons arrive in barracks, they may be immediately attended to, without waiting for any further regimental orders on the subject.

20. When a man goes from one place to another to await discharge, if he be living so near any portion of his Regiment that he can attend personally for his pay, he will receive it from that Company (of the nearest station) which has the unposted men attached to it. But if he lives at a distance and his pay has to be remitted to him, then his own Company proper will continue him in payment. The duty connected with this and with paragraph 19 will be taken for one year, viz. from 1st April to 31st March following.

21. When Non Commissioned Officers are transferred retaining their rank, they will take precedence after the last regimentally pro-

moted men of the rank to which they belong. When two or more of the same rank are transferred at the same time, the date of promotion in their former corps will decide their seniority. Men transferred holding acting rank, are not permitted to retain it except by permission of the Commanding Officer.

22. A Lance Serjeant or Lance Corporal should not, except in some very urgent case, be appointed by Officers Commanding detachments without first obtaining the sanction of the Officer Commanding the Regiment; and it must be clearly understood that such appointment can only date from its approval by the Commanding Officer. Lance Serjeants are generally made to serve local purposes, therefore the appointment will not give them any claim to promotion in preference to those who remain full Corporals. Great care should be taken not to appoint Lance Serjeants except in cases of necessity, because it not unfrequently happens that at some subsequent period they are brought in contact with those to whom regimentally they are junior, to the annoyance of deserving Non Commissioned Officers.

23. There will be kept in each Detachment Orderly Room, as well as at Head Quarters, a Roll of the Serjeants, Corporals, and Lance Corporals. These Rolls will in the first instance be supplied from Head Quarters. As all promotions and reductions are notified to Detachments through Regimental Orders, there will be no difficulty in keeping these rolls correct.

24. When a full Corporal comes to be the *fifth*, from the head of the list, and a Lance Corporal the *eighth*, the Captain of the Company to which they belong will make a report to the Officer Commanding the Regiment, through the Officer Commanding the Detachment (who will also add his opinion) as to the fitness and eligibility of such Non Commissioned Officer for further promotion; and no Non Commissioned Officer will be promoted unless favourably reported of by the Captain of his Company. Officers commanding Companies at Head Quarters, will also make similar reports regarding any Non Commissioned Officer of their Companies. All recommendations for further promotion of Non Commissioned Officers or the appointment of Lance Corporals, must be accompanied by a specimen of the individual's hand writing. Paragraphs 5 and 6, pages 207, 208, of the Queen's Regulations must

be kept in view in making reports on the qualifications of Non Commissioned Officers for promotion.

These reports will be filed, and preserved by the Adjutant, and as vacancies occur be by him laid before the Commanding Officer.

25. Each Company will be divided into four Squads. The Senior Subaltern will have charge of the right Sub-division or 1st and 2nd Squads, the Junior Subaltern the left Sub-division or 3rd and 4th Squads. The Non Commissioned Officers of full rank, excepting the Colour Serjeant, will be told off by seniority to the different Squads. The Subaltern Officers, with the Non Commissioned Officers under them, are responsible to the Captain of the Company for the completeness and good repair of the men's kits under their charge, also for their appointments, clothing, &c., when on parade. They will satisfy themselves by personal inspection that their men have their hair cut according to order, and at the proper time. They will be expected to be thoroughly acquainted with every man's history as detailed in the Squad Roll Book. Particular attention must be paid to the instructions laid down in the Squad Roll Book for the correct keeping of the same.

26. When Blank Ammunition is issued, the certificate as per Form No. 25, will be signed by the Captains on parade, and handed in with their parade states.

27. Plain Clothes are allowed to be worn by men employed at the Officers' Mess, and by Officers' Servants. Also by the Armourer Serjeant when about his work. But it must be borne in mind that they must be complete plain clothes, never part uniform, part not.

28. The punishment awarded to men who have been confined, will be entered on the back of the copy of the crime in the Adjutant's own hand. These copies will be issued to the Companies at the giving out of the Regimental Orders. The entries should be made in the Defaulters Books by the Captain of the Company before morning parade next day.

29. On all occasions of the move of a Detachment, or even of a single man, a "Marching in State" should be sent to Head Quarters' Orderly Room as per War Office, Form No. 77. The same when volunteers from other corps join a detachment. In this latter case (or when any number of men are transferred from one post to another) a memorandum will accompany the "Marching in State"



shewing to what Companies they have been attached at their new Post, so that the change may be duly notified in regimental orders. When a man is enlisted on Detachment, or rejoins from desertion, the same report must be made.

30. The particular attention of Officers and Non Commissioned Officers is called to the walking dress of the men. No man should leave barracks in clothing that he would not be allowed to attend parade in. The winter dress complete will be the walking dress for winter. In spring and fall it will be the Tunic and Cloth Trowsers as worn on parade. In summer the Shell Jacket and Serge Trowsers may be used in the vicinity of quarters; but if men ask leave to go to a distance they must go in Tunics. The Forage Cap will be worn with the walking dress at all seasons except winter. The Waistbelt without sword or ball bag, is invariably to be worn, except when men are marched out on fatigue. A Non Commissioned Officer in charge of a fatigue party must have on his Side Arms. Serjeants when walking out, are to wear their Swords. On Sunday every man leaving the Barracks must appear in full dress. The summer mitts should only be used during spring and fall, when Cloth Trowsers are in wear.

31. The carrying of bundles, baskets, or children, by Non Commissioned Officers or men, when out of barracks, and in uniform, is strictly forbidden.

32. Men sitting down to their meals should be clean and properly dressed, with regimental stocks on, and shell jackets buttoned up. The Lieutenant Colonel, however, will not object to soldiers providing themselves with plain black neck ties to wear at meals, in which case they may undo the two upper buttons of the jacket and throw back the collar. The men of a mess, however, must be dressed alike, and if they cannot agree must revert to regulation. The Commanding Officer likewise would desire to see cease the make shifts at dinner, and slovenly manner of littering the table over with bones, peelings, &c. There are meat dishes in each room, knives, forks, and the means of providing plates and bowls. If these things are seen to, the scrambling habit of soldiers starting up after the Officer has made his rounds, will give way to a decent and comfortable way of dining, as is the habit of Englishmen of every rank. Officers commanding Companies will be pleased

to consider these points as not below their attention. The men will have not less than an hour for dinner, clearing up, &c. Meal hours will be, breakfast, 8; dinner, 1; tea, 4.

33. When an Officer visits the room at meal hours, and "attention" is called, the whole will remain steady, but seated, except Non Commissioned Officers in charge, and the orderly man of the room, who will stand up at attention.

34. When a General Officer visits the barrack rooms, either at meal or other hours, the men will be dressed in tunics, and if at meals will stand up when attention is called.

35. On all occasions of public money being paid over by the Paymaster, the same must be counted, and examined by the individual receiving it, before he leaves the Pay Office. Any complaint afterwards made as to the sum, or coin being wrong, can not be entertained.

36. When Captains of Companies send in a return of the number of fur caps required by their Companies, the men's names must be given, and the caps estimated for actually drawn, except in case of a man having become non-effective. Fur caps being liable to get moth eaten, cannot be kept in store like other articles of necessities.

37. When an Officer commanding a Company is called upon to give it over to another, certificates as per Forms No. 17 and 18, will be sent into Head Quarters' Orderly Room by each Officer.

38. Children over 14 years of age are not supposed to be accommodated in barracks, therefore parents will take the earliest opportunity of finding situations for them on their attaining that age.

39. Every application for fatigue parties by Heads of Departments or others, ought, when practicable, to be made the day before required, and previously to the issuing of regimental Orders. It should be addressed in writing to the Adjutant, who will at once give orders, unless the requirement appear an unusual one, in which case he will submit it to the Commanding Officer.

40. No person but the Commanding Officer is authorized to give leave to keep lights in after hours, and all requests for such indulgence must be made, in writing, by Orderly room hours, the reason being given. When on the score of sickness, the case must be

recommended by the Medical Officer in charge. In the event of sudden illness, the Medical Officer may exercise his own discretion, desiring the Company Orderly to report the circumstance.

41. Requests for leave to marry must be recommended by the Officer commanding the Company, see Form No. 10, and should be accompanied with a certificate of the character of female. If approved of, the application will be registered by the Adjutant. In three calendar months afterwards, if the man still holds to his wish, he will forward through the Captain of his Company, Form No. 11, and if finally sanctioned, the last application will be returned to the man with a notice upon it that the leave is granted. Any man marrying without leave, will have no claim to indulgence as a married man. All marriages whether with or without leave, must be registered in the Orderly Room.

42. On all occasions of a prisoner being brought before the Commanding Officer, the Officer in charge of the Company will attend with the defaulter sheet, being ready to speak as to character, at the Commanding Officer's or the prisoner's own request. The Pay Serjeant and Orderly of the Company, will also attend whether they are evidence against the man or not. No prisoner should ever be allowed to go before a Court Martial, or into the presence of any Officer with cap or mitts on, or anything that could be used as a missile. Whenever a Non Commissioned Officer of full rank has committed himself, he will be kept in his own room under arrest. If he is drunk and not fit to be left by himself, another Non Commissioned Officer must be placed in charge of him. A Lance Corporal will be treated in the same way, with the exception that if he is drunk, he will be lodged in the Guard room until sober.

43. All crimes, passes, or daily reports, must be sent to the Orderly Room by 9 o'clock every morning.

44. Pay for single men must be issued daily, (Sundays excepted) immediately after morning parade, and in presence of an Officer. That of the married people will be issued at four stated periods each month, either in advance or otherwise, at the option of the Officer commanding the Company. This must also be done in the presence of an Officer. Whenever a Captain does not think proper to issue married men's pay in advance, if any man objects to wait

until his week's pay is due to him, he may request it to be issued daily, with the single men's.

45. Whenever a man is confined for being absent without leave, or drunk, his kit must be inspected by the Pay Serjeant and Company Orderly, previously to his crime being made out; and in the event of any article being deficient, the same will form part of the charge against him.

46. Washing for single men will be regulated by the Officer commanding the Company.

47. Officers commanding Companies should impress upon their men the desirability of every one making his will, but particularly the married men. Printed forms are kept in the Orderly Room, and will be issued when called for.

48. Owing to the Regiment being always broken up into Detachments, and as Officers are for the public convenience, frequently moved from one place to another, it is impossible to keep a roster of Officers for detachment. It will therefore be understood that, except there be a sufficient reason for any other course, when it is necessary to increase the number of Officers at any one post by weakening another, the Officer longest at the post will be the first to move. The same will apply to Head Quarters. When an Officer is called upon to move, and obtains leave to exchange with another, the two exchange dates in the roster. In consideration of the great difference between a move to Red River, and any other in Canada, there will be a distinct roster kept for that post.

49. All armed escorts must be inspected by the Adjutant, or some other Officer in his absence, before being marched off; and on return to barracks the Non Commissioned Officer in charge, will not dismiss his men until he reports his return to the Adjutant, or in his absence to the Serjeant Major.

50. Letters from Non Commissioned Officers and soldiers, requiring to be franked, must be addressed according to Form No. 26, and be prepaid *with stamps*. They will be given to the Company Orderly, and by him left in the Orderly Room, by 9 a. m., daily.

51. Whenever a fatigue or working party is called for by any Public Department, it will be ascertained by the Serjeant Major whether men are to be paid for their labour. If so, he will call

upon the Company Orderly for a list of the names, which he will hand over to the Quarter Master. The Quarter Master draws the working pay, and will deliver the same over to the Pay Serjeants, with the names of the men and the amount due to each.

52. Officers commanding detachments consisting of more than one Company, will on the 1st December and 1st June, send into the Orderly Room a return as per Form No. 69, of the stationery required by them for the ensuing six months.

53. Extract from Musketry Instructions, page 20, paragraph 19. "No Non Commissioned Officer or private, is on any account what-  
"ever, to be allowed to remove his lock from the stock, and take  
"it to pieces, until he is thoroughly acquainted with the fore-  
"going instructions in detail, and has been officially certified by the  
"Officer Instructor to be capable of doing so accurately and effi-  
"ciently; as the barrel seldom needs removing from the stock, this  
"service which requires great care in its execution to prevent the  
"head of the rifle being broken, it is invariably to be performed  
"by the Regimental Armourer, or his assistant, more particularly  
"as the ordinary turn screw is not adapted either to remove the  
"breech pin, or to screw it home again." Paragraph 20. "The  
"Armourer Serjeant will assist in the instruction of the soldier in  
"the mechanism and construction of the rifle.

54. The Non Commissioned Officer Commanding the Regimental Barrack Guard, will see that the prisoners under his charge, shave and wash before being brought before the Commanding Officer. He will likewise be careful that none of them are brought up, except they are perfectly sober. He is also responsible that the Orderly Bugler sounds "Rouse" at the proper hour.

55. Directions for the men on gate duty suited to the circumstances of each post, will be drawn up by the Officers commanding detachments, but as a general rule, the orders will be to prevent those confined to barracks going out, the same with such as have the smallest appearance of drink, or are improperly dressed, or with disfigured faces, or a black eye. No Non Commissioned Officer or soldier is allowed to carry bundles or baskets, in or out of barracks, unless duly marched on fatigue. Men sleeping outside are allowed to carry home their rations of bread and beef before morning parade, or after retreat. With regard to the person on canteen

duty, as it is inexpedient in certain cases to prevent defaulters from entering the canteen, that matter will be left to the discretion of Officers commanding posts. Otherwise the Non Commissioned Officer on the canteen will prevent men from drinking to excess, those from entering at all who have already the appearance of drink, and will put a stop to all gambling and riotous conduct. On any disturbance he will call for the assistance of the Non Commissioned Officer of the Barrack Guard, and clear and close the premises, reporting his having done so to the Adjutant, or in his absence to the Orderly Officer of the day.

56. There will be kept in each Detachment Orderly Room, a roll according to Form No. 27, of men in the 2nd class, as per Horse Guards order, dated 9th November, 1859. Inasmuch as men degraded to the 2nd class, or restored to the 1st, will always appear in Regimental Orders, this list will be corrected accordingly, and when a man is brought to Court Martial, the Officer giving evidence as to previous conviction will be enabled by reference to it, to state what class the prisoner belongs to.

57. When men are brought to court martial on detachment, the Company defaulter book will be produced in evidence of former convictions, as per 158 Article of War. Extracts from the court martial or defaulters' book, of the Regiment or Company, is only admissible when none of these books can be conveniently produced.

58. The cutting up of ration wood in barrack rooms, kitchens, cooking or wash houses, and guard rooms, is strictly forbidden, as it tends to create heavy barrack damages.

59. When prisoners are disposed of by the Commanding Officer, they will, before being released, be kept in the Guard Room until tattoo, unless the Commanding Officer especially orders it otherwise.

60. All prisoners previously to being brought before the Commanding Officer, must be taken to hospital at the morning visit of the Surgeon, who will certify their state of health, according to Form No. 23. This report is to be made out by the Non Commissioned Officer in charge of the Regimental Barrack Guard, who will also as aforesaid, cause the prisoners to be marched to hospital under sufficient escort. The report is to be laid on the Command-



ing Officer's table in the Orderly Room after the performance of the duty.

61. In cases of transfer from one post to another, each man's medical history sheet must be sent with him. It will be the duty of the Adjutant, or the Officer acting as such at the Post, to notify to the Medical Officers when transfers are about to take place.

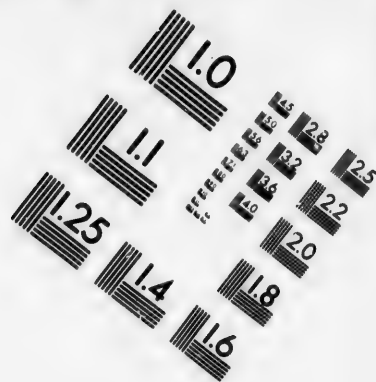
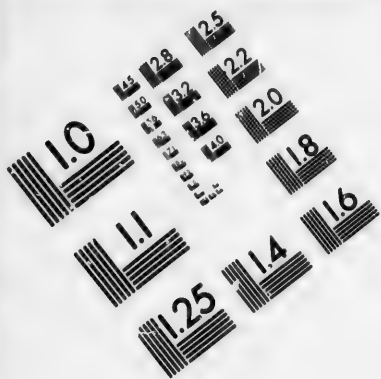
62. An Officer giving over charge and payment of a Company, has not the right to take away with him any books, old abstracts, or any documents whatever, connected with the Company. Neither the arm nor clothing chests, although the whole of these articles may in the first instance have been provided by himself. The Officer taking over the Company will pay him their estimated value. If there is any doubt about the price, the three Senior Officers (not including the Commanding Officer) at the Post will form a board to settle it. If three are not available, two will be sufficient. This is not to make it compulsory on an Officer to take over and pay for any articles not sanctioned by the regulations of the service or the standing orders of the Regiment.

63. When a man is confined, his crime should, as soon as possible, be shewn to the Captain of his Company. The object of this is that the Captain should have an opportunity, if the offence is of a particular kind, to deal with it without its going further. There are cases where a Non Commissioned Officer has no other course but to order a man to the Guard room, and yet the crime is one which may be disposed of by the Captain of a Company without injury to discipline. When a Captain however takes upon himself this responsibility, he will enter the punishment he awards (which must never exceed what the Queen's Regulations point out (par. 12, page 120) on the back of the crime, which will be returned to the Serjeant of the Guard to be given in with the Guard Reports to the Orderly Room;—whence the Captain can obtain it back for entry in his Defaulters' book. The Serjeant of the Guard will be careful also to enter the offences so dealt with, in the Guard Report also the name of the Officer who awarded the punishment. All cases where drunkenness, or absence without leave form part of charge, are for the jurisdiction of the Commanding Officer only.

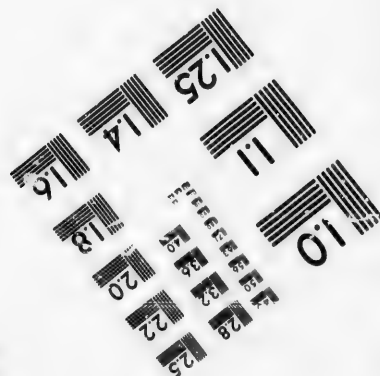
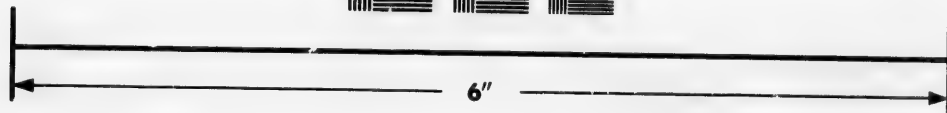
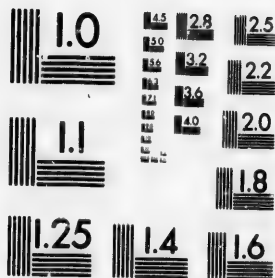
64. The proceedings of Regimental, and the summaries of General, District, or Garrison Courts Martial, will be written on the







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ordinary Court Martial book leaves. The summaries of General, District, or Garrison Courts Martial held on Detachment, must be signed as true copies by the Officer Commanding at the Post previously to their being forwarded to Head Quarters. When any but a Regimental Court Martial is held at an outpost, a *full copy* of the proceedings must be forwarded direct to the Assistant Adjutant General of the District or Station immediately after the promulgation of the sentence, and it must be either signed by the President, or vouched for by the Officer Commanding at the Post, as a true copy.

65. When the dates of Commissions of Officers detailed for Court Martial are called for, the return will be rendered by the Officer Commanding at the Post where the Officers detailed are stationed.

66. Officers Commanding Detachments will immediately after the assembly of Medical boards send to the Orderly Room at Head Quarters a Return, as per Form No. 72, of all men invalided. Also a Return as per Form No. 71 of invalids and completed service men proceeding home and wishing to be registered for employment. They will also forward a return as per Form No. 73 of all families going to England with invalided or completed service husbands. Widows and orphans of deceased soldiers are to be included in the same form. On the back of such return, the names and date and birth of children has to be entered, and in the case of widows, a *description*, giving their height, colour of hair and eyes, apparent age, and complexion. On these occasions the Medical Officer in charge at Head Quarters, will send in to the Orderly Room, a return as per Form No. 72. (This return is independent of any other that may be required of him by the "Medical Regulations.") And Captains Commanding Companies at *Head Quarters* will send the Return as per Forms No. 71 and 73.

67. Soldiers when drunk, are if possible to be confined by themselves in a black hole or cell, and not in the Guard room, where they may chance to commit violence. They are to be visited at least at every two hours by a Non Commissioned Officer of the Guard. Should he suspect that they are suffering from disease, a Medical Officer is forthwith to be sent for. (Page 123, par. 23, Queen's Regulations). When a soldier is confined for being drunk

and riotous, he will be conveyed direct to the Cells, the Non Commissioned Officer of the Guard being called to receive him in charge. The practice of sending for a file of the Guard to take a prisoner from his barracks to the Guard room, should not be resorted to, except when there are no other men nearer at hand available for this purpose.

68. All Guards moving to or from their posts must be marched at attention, either at the "trail" or "slope." When at the trail they may be allowed to "change arms," but only by word of command. Parties halted for the relief of a sentry, must come to the "shoulder." Sentries may carry their rifles either at the "shoulder" or "trail" or slung over the left shoulder. On all occasions of Guards being turned out, they will fall in with carried arms at open order. If, owing to the state of the streets, a guard or relief has to be marched along the side walk, they will move rank entire, and be careful not to inconvenience passengers, especially females.

69. When a man is rejected at Guard mounting but not confined, he will have his name put on the gate for the day, and parade at 4 p. m., in guard order, in addition to any other punishment. The Company Orderly, whose business it is to enter his name, will send a report as per Form 32 to the Orderly Room, altering the heading to suit circumstances.

70. When men on guard are permitted to change their dress at Retreat and Reveille, it will be done by reliefs, i. e., one third at a time, and the utmost despatch must be used. They are not allowed on any account to clean the Guard room, cut wood, or take their meals when undressed. One man of the guard may be allowed to undress and clean the guard room after breakfast hour.

71. Whenever reference is made to a Company in Regimental orders, returns, reports, crimes or passes, the Captain's name will always precede the number, thus; Captain A. B's. Company, or No. 1.

## CIRCULAR MEMORANDUM.

HORSE GUARDS, S. W.,  
22d February, 1860.

*Deserters.*

1, 1860.

General, No. 9.

When a soldier serving in any Regiment declares himself to be a deserter from another corps, and is ordered to be given up, the escort having charge of him should always be composed of men capable of proving his fraudulent enlistment into the corps by which he is surrendered.

By Command,  
(Signed,) G. A. WETHERALL,  
*Adjutant General.*

## CIRCULAR MEMORANDUM.

HORSE GUARDS, S. W.  
23d February, 1860.

*Schools.*

1, 1860.

General, No. 10.

His Royal Highness the General Commanding in Chief desires to call the attention of Commanding Officers to the 38th Article of War, by which they are empowered to order school parades and to enforce the attendance of soldiers at school.

By Command,  
(Signed,) G. A. WETHERALL,  
*Adjutant General.*

## CIRCULAR MEMORANDUM.

HORSE GUARDS, S. W.,  
25th February, 1860.

*Books.*

2, 1860.

General, No. 12.

His Royal Highness the General Commanding in Chief desires that the *number* of the Regiment may be noted on the Defaulter

and Ledger sheets of all men who are sent home as invalids, or who are proceeding from one portion of their corps to another.

His Royal Highness has received several complaints of the Pocket Ledgers of invalids being in a very incomplete state. In some of them there is no statement of the soldiers service abroad, in others no note is made of promotion, wounds, &c., and in others there is no entry of medal for distinguished conduct in the field. These omissions render the Ledgers useless as a reference, and cause great inconvenience and much additional correspondence. A stricter attention on the part of Commanding Officers is directed to the Queen's Regulations on this subject, and His Royal Highness hopes he may not be obliged again to notice such irregularities.

By Command,

(Signed,) G. A. WETHERALL,  
*Adjutant General.*

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CIRCULAR MEMORANDUM TO OFFICERS COMMAND-  
ING REGIMENTS AND DEPÔTS AT HOME AND  
ABROAD.

HORSE GUARDS,  
16th February, 1849.

Referring to the instructions contained in the Circular Memorandum of the 28th ultimo, relative to the Record of Offences in the Regimental Defaulter Book, it is necessary to explain, that in all cases of duly confirmed conviction of desertion, or of any offence amounting to felony, which under the Mutiny Act entails forfeiture of service independently of any other punishment awarded by the court, the said conviction should be recorded as therein directed. But when the punishment or forfeiture awarded on a conviction of any other offence shall have been wholly remitted by competent authority, the offence is considered to have been forgiven, and the offender entitled to be relieved from all the consequences of his conviction, and placed in all respects, as if no trial had occurred. No record of it is, therefore, to be made in the Defaulters' book; but that circumstance is not to prevent a conviction in which the punishments have been so remitted, being brought in evidence on



any subsequent trial, as shown by the Regimental Court Martial book.

By Command,  
(Signed,) JOHN MACDONALD,  
*Adjutant General.*

N. B.—Owing to the detached state of the Regiment it will be necessary to deviate from the above order regarding the entry in the Defaulters' book as that is often the only available document to prove former convictions.

### CLAIMS FOR GOOD CONDUCT PAY.

The Commanding Officer takes the opportunity on the issuing of a book of standing orders to bring under the notice of the soldier in the most prominent manner that it is his duty to claim Good Conduct pay when he becomes entitled to it.

The following extract on this subject from the War Office Explanatory directions, paragraph 201, page 61, is published for general information.

"Soldiers who neglect to claim good conduct pay at the time when they become entitled thereto, will be allowed to receive the reward only from the date on which the claim shall be preferred."

As by Form No. 49 the soldier has to sign opposite his name in the return, he ought to know that after preferring his claim to the Captain of his Company, if he is not called upon for his signature that it is likely his claim is overlooked and consequently should renew it without delay. These returns are rendered on the 1st of every month and are to include the names of all men becoming eligible for Good Conduct pay before the last day of the month.

# FORMS OF RETURNS, REPORTS, CRIMES, CERTIFICATES, RECEIPTS FOR ALLOWANCES, &c.

*To be strictly adhered to by all concerned.*

## Form No. 1.

£ \_\_\_\_\_  
 Received from the Paymaster, Royal Canadian Rifle Regiment,  
 the sum of \_\_\_\_\_ being the amount of my pay as School-  
 master, Class, for the quarter ended \_\_\_\_\_  
 Dated at \_\_\_\_\_ } (Signature)  
 This day of \_\_\_\_\_ Schoolmaster Class.

## Form No. 2.

£ \_\_\_\_\_  
 Received from the Paymaster, Royal Canadian Rifle Regiment,  
 the sum of \_\_\_\_\_ being the difference between my full pay,  
 and subsistence in confinement, from \_\_\_\_\_ to \_\_\_\_\_  
 days at \_\_\_\_\_ a day  
 Dated at \_\_\_\_\_ } (Signature)  
 This day of \_\_\_\_\_ (Rank Regt.)

## Form No. 3.

£ \_\_\_\_\_  
 Received from the Paymaster, Royal Canadian Rifle Regiment,  
 the sum of \_\_\_\_\_ being amount of subsistence issued to De-  
 serter from \_\_\_\_\_ to \_\_\_\_\_  
 days at \_\_\_\_\_ a day  
 Dated at \_\_\_\_\_ } (Signature)  
 This day of \_\_\_\_\_ Comm'g No. Company.

## Form No. 4.

I certify that Serjeant \_\_\_\_\_ of the Royal Canadian Rifle  
 Regiment, was selected to perform the duty of Provost Serjeant for  
 the garrison cells at Quebec Gate Barracks, Montreal, and has  
 actually performed the same from \_\_\_\_\_ to \_\_\_\_\_  
 g 18

with my approval, also that during the same period the number of cells under his charge was

(Station and Date.)

(Signature) } Comm'g  
R. C. Rifles.

£ \_\_\_\_\_

Received from the Paymaster of the Royal Canadian Rifle Regiment the sum of \_\_\_\_\_ sterling, being \_\_\_\_\_ days pay at per diem, as Provost Serjeant from \_\_\_\_\_ to \_\_\_\_\_

(Station and Date.)

(Signature)  
(Rank and Regt.)

Form No. 5.

(Station and Date.)

I certify that \_\_\_\_\_ of the Regiment under my command has performed the duties of Quartermaster's Asst. Clerk, from \_\_\_\_\_ to \_\_\_\_\_ 18 \_\_\_\_\_

(Signature) } Comm'g  
R. C. Rifles.

£ \_\_\_\_\_

Received from the Paymaster, Royal Canadian Rifle Regiment, the sum of \_\_\_\_\_ sterling, being the amount of my allowance as Quartermaster's Asst. Clerk, from \_\_\_\_\_ to \_\_\_\_\_ 18 \_\_\_\_\_, per authority, dated, War Office 3rd February 1859, No. 17, Canadian Regiment; No. 13.

R. C. Rifles.

Form No. 6.

(Station and Date.)

I certify that \_\_\_\_\_ of the Regiment under my command has performed the duties of Paymaster's Asst. Clerk from \_\_\_\_\_ to \_\_\_\_\_

{ Comm'g  
{ R. C. Rifles.

£

Received from the Paymaster, Royal Canadian Rifle Regiment,  
the sum of \_\_\_\_\_ sterling, being the amount of my allow-  
ance as Paymaster's Asst. Clerk, from \_\_\_\_\_ to  
18\_\_\_\_, per authority, dated War Office, 8th December 1858.

17  
Canadian Rifles.

17

A. B.

{ R. C. Rifles.

## Form No. 7.

I certify that \_\_\_\_\_ (Station and Date.)  
has performed the duties of Asst.  
Orderly Room Clerk to the Royal Canadian Rifle Regiment, from  
to \_\_\_\_\_ 18\_\_\_\_.

{ Comm'g  
R. C. Rifles.

£

Received from the Paymaster, Royal Canadian Rifle Regiment,  
the sum of \_\_\_\_\_ sterling, being the amount of my allow-  
ance as Asst. Orderly Room Clerk from \_\_\_\_\_ to  
18\_\_\_\_, per authority, dated War Office 3rd February 1859, No.  
17, Canadian Regiment, No. 13.

C. D.

{ Comm'g  
R. C. Rifles.

## Form No. 8.

I certify that \_\_\_\_\_ (Station and Date.)  
of the Royal Canadian Rifle Regi-  
ment has performed the duties of Asst. Schoolmaster from  
to \_\_\_\_\_ 18\_\_\_\_.

{ Comm'g Detachment  
R. C. Rifles.

£

Received from the Paymaster, Royal Canadian Rifle Regiment,  
the sum of \_\_\_\_\_ sterling, being the amount of my allow-  
ance as Asst. Schoolmaster to the \_\_\_\_\_ Detachment of the Royal  
Canadian Rifle Regiment, from the \_\_\_\_\_ to  
18\_\_\_\_, per authority, dated War Office

{ R. C. Rifles.

## Form No. 9.

(Station and Date.)

I certify that \_\_\_\_\_ of the Royal Canadian Rifle Regiment,  
has performed the duties of Asst. Schoolmistress from  
to 18 .

{ Comm'g Detachment  
R. C. Rifles.

£ \_\_\_\_\_

Received from the Paymaster, Royal Canadian Rifle Regiment,  
the sum of \_\_\_\_\_ sterling, being the amount of my allow-  
ance as Assistant Schoolmistress, to the Detachment of the  
Royal Canadian Rifle Regiment, from to  
18 .

Signature.

## Form No. 10.

## ROYAL CANADIAN RIFLES.

Captain J. Young's Company, or No.

No. 4000 Private Thomas Atkins requests to have his name  
registered as an applicant for leave to marry Jane McDonald (*Spin-  
ster or Widow, as the case may be*), at present residing with (*Here  
enter the name and address of the party with whom the female is  
residing.*

Certificate of character is herewith attached.

Recommended.

(Place and Date.)

(Signed,)

J. YOUNG, Captain.

## Form No. 11.

## ROYAL CANADIAN RIFLES.

Captain J. Young's Company or No.

No. 4000 Private Thomas Atkins requests permission to marry  
Jane McDonald (*Spinster or Widow, as the case may be*), at pre-  
sent residing with (*Here enter the name and address of the party  
with whom the female is residing.*

Recommended.

(Place and Date.)

(Signed,)

J. YOUNG, Captain.

*Form No. 12.**Pleasure Pass.*

## ROYAL CANADIAN RIFLES.

*Captain J. Young's Company or No.*

No. 4000 Private Thomas Atkins has permission to pass to the City of Montreal, returning to his Quarters by 12 o'clock this night.

By Order,

*Adjutant, R. C. Rifles.**(Place and Date.)*

Or, has permission to pass to the City of Montreal after 12 noon.

Or, has permission to pass to Long Point, C. E., returning to his quarters by tattoo roll call of the

N. B. It must be understood as a general rule that when there is no hour mentioned from which leave is requested, the pass will not be given to the men until after issuing of Regimental orders.

*Form No. 13.**Pleasure Pass.*

## ROYAL CANADIAN RIFLES.

*Captain J. Young's Company, or No.*

No. 4000 Private Thomas Atkins has permission to pass out of Barracks, in fatigue dress, for the purpose of fishing (*or shooting, as the case may be*), returning to his quarters by tattoo roll call this date

By Order,

*Adjutant, R. C. Rifles.**(Place and Date.)**Form No. 14.*

## ROYAL CANADIAN RIFLES.

*Captain J. Young's Company, or No.*

Absent Report. { (*Here enter Rouse roll call. Breakfast, Dinner, Tea, or Tattoo, as the case may be.*)

No. 4000 Private Thomas Atkins absent since Tattoo 24th,  
 " 4001 " James Gibbons " " " 25th,

Montreal, C. E., } (Signed,) J. FRASER, *Serjeant,*  
 28th January, 1860. } *R. C. Rifles.*

*Form No. 15.**Report.*

## ROYAL CANADIAN RIFLES.

*Captain J. Young's Company, or No.*

No. 4000 Private Thomas Atkins reported by order of  
 "late falling in for parade," or "dirty at guardmounting," or  
 "carrying a bundle (*or basket*) in the streets," or "returning to  
 Barracks improperly dressed," or, "having his berth in the Bar-  
 rack room out of order," or, "in a dirty state."

Or any other minor offence for which it is not necessary to con-  
 fine a soldier in the Guard-room.

Montreal, C. E., } (Signed,) J. FRASER, *Serjeant,*  
 28th January, 1860. } *R. C. Rifles.*

N. B. All reports, with the punishment awarded must be entered  
 in the Company Defaulter Book.

A man reported for inattention in the ranks, extra drill ordered  
 for the same will not be looked upon as a punishment, and will not  
 be entered in the Defaulter's Book.

*Form No. 16.**Crime.*

## ROYAL CANADIAN RIFLES.

*Captain J. Young's Company, or No.*

No. 4000. Private Thomas Atkins

28th January, 1860. Absent from Tattoo until 11 p. m., and  
 returning drunk.

Montreal, C. E., } (Signed,) J. YOUNG, *Captain,*  
 29th January, 1860. } *R. C. Rifles.*

Good conduct badges "Three" (*or as the case may be.*)

*The following will be the wording of the crimes that are below  
 enumerated.*

1. "Absent from Tattoo till 12 midnight."
2. "Absent from Tattoo until 2 a. m. 29th."
3. "Absent from Tattoo until 8 p. m. 29th."
4. "Absent from dinner roll call until 6 p. m."



5. "Absent from dinner roll call and not returning until 4 p. m. drunk."
6. "Absent from Tattoo, and drunk, and violently resisting the escort bringing him back to barracks at 4 a. m."
7. "Drunk in barracks at 9 a. m."
8. "Drunk in barracks at 8 a. m. when for guard, (*or parade, or fatigue, as the case may be.*)
9. "Drunk on morning (*or evening*) parade."
10. "Drunk and riotous in barracks at 7 p. m."
11. "Drunk and fighting in barracks at 7 p. m."
12. "Drunk and riotous in the streets."
13. "Fighting in barracks at 7 p. m."
14. "Drunk in barracks at 7 p. m., when confined thereto for a previous offence."
15. "Refusing to obey the order of Serjeant when warned by him to
16. "Hesitating to obey the order of Serjeant he being in the execution of his duty."
17. "Sleeping on his post, when on sentry."
18. "Leaving his post when on sentry before being regularly relieved."
19. "Desertion, and making away with necessaries."
20. "Leaving his guard (*or picquet, as the case may be*), without leave, and not returning until
21. "Malingering or aggravating disease."
22. "Feigning sickness."
23. "Embezzling (*or fraudulently misapplying, as the case may be*) public money entrusted to his charge."
24. "Stealing (*here state the articles*) from (*here state from whom.*)
25. "Receiving (*here state the articles*) from (*here state from whom*) knowing the same to have been stolen."
26. "Fraudulently obtaining goods (*or money, as the case may be*) from a civilian."
27. "Becoming maimed or mutilated by the discharge of his rifle."
28. "Drunk on duty under arms on the guard (*or on picquet, or when employed as orderly, or on escort duty, as the case may be.*")

29. "Drunk on the line of march."
30. "Using abusive and threatening language towards
31. "Obstructing (*or assaulting, as the case may be*) Police Constables in the execution of their duty."
32. "Permitting a prisoner to escape when in charge of guard (*picquet or patrol, as the case may be.*")
33. "Neglecting to obey the standing orders of the Regiment in having
34. "Absent from morning (*or evening*) parade."
35. "Losing or making away with Regimental necessaries."
36. "Losing or making away with waist belt, (*or ammunition or any part of clothing or accoutrements.*")
37. "Losing or making away with medal."
38. "Striking Private without provocation."
39. "Allowing Private a prisoner under his charge to get drunk."
40. "Allowing a prisoner to escape from the guard-room, when on sentry at guard-room door."
41. "Disobedience of orders when on sentry."
42. "Delivering over his post when on sentry to Private without a N. C. officer being present."
43. "Permitting Private to relieve Private off sentry without his being present at the relief when Corporal of guard."
44. Using insolent (*or insubordinate*) language towards on parade.
45. "Making a false statement against
46. Overstaying his pass from 12 o'clock midnight until
47. "Breaking out of barracks after hours and not returning until (*or brought back under escort at as the case may be.*")
48. "Breaking out of barracks when confined thereto, and not returning until (*or brought back under escort, at as the case may be.*")
49. "Stating a falsehood when giving evidence against a prisoner before the Commanding Officer."
50. "Attempting to deceive the Captain of his Company at inspection of necessaries."

51. "Absent from inspection of necessities."  
 52. "Aiding Private \_\_\_\_\_ to deceive the Captain of his Company at inspection of necessities."  
 53. "Preferring a frivolous and unfounded complaint as to the quality of his meat (or bread or necessities, as the case may be.)"

---

*Form No. 17.*

I certify that in compliance with Regimental orders of the \_\_\_\_\_  
 I have handed over to \_\_\_\_\_  
 Royal Canadian Rifles, the ammunition, arms, accoutrements,  
 Pioneer's appointments, and bugles of No. \_\_\_\_\_ Company, as per  
 accompanying return, (*See Form No. 55,*) also the chests and all  
 books and documents connected with the Company.

I further certify that all claims of men of said Company, have  
 been settled up to and for the (*here enter the date of last settlement*)  
 and that I have received over from \_\_\_\_\_ the debts  
 due me by the men of the Company, on my last settlement with  
 them.

(Signed,) A. B., Captain,  
 R. C. Rifles.

(Place and Date.)

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*Form No. 18.*

I certify that in compliance with Regimental orders of the \_\_\_\_\_  
 I have received over from \_\_\_\_\_  
 Royal Canadian Rifles, the ammunition, arms, accoutrements,  
 Pioneer's appointments, and bugles of No. \_\_\_\_\_ Company, as per  
 accompanying return, also the arms and clothing chests, and all  
 books and documents connected with the Company.

I further certify that an opportunity has been given to the men  
 of said Company to prefer any unsettled claims which they might  
 have against \_\_\_\_\_, and that none were preferred.\*

---

\* Should there be any, the Officer giving over the Company will not be released from his responsibility until the same shall have been submitted to the Commanding Officer, and adjusted.



*Form No. 20.*  
**ROYAL CANADIAN RIFLES.**

No. \_\_\_\_\_ *Company.*

**SICK REPORT of Women and Children**

*(Place and Date.)*

Names.	Age.	Description of Barracks and No. of Room.		Remarks.
		Barracks.	Room.	

JOHN BROWN, *Corporal,*  
*and Company Orderly.*

*Form No. 21.*

*Surgeon's Certificate.*

I certify that No. \_\_\_\_\_ Regiment \_\_\_\_\_ is in a  
state of health, and \_\_\_\_\_ to undergo corporal punishment or  
imprisonment, solitary or otherwise, and with or without hard  
labour; and that his present appearance and previous medical  
history both justify the belief, that hard labour employment will  
neither be likely to originate nor to re-produce disease of any  
description. The Prisoner has \_\_\_\_\_ been marked with the  
letter D.

*Signature of the Surgeon } \_\_\_\_\_*  
*or Assistant Surgeon. }*

*(Place and Date.)*

The above is the form of Certificate to be laid before Courts Mar-  
tial, and must be in the Medical Officer's hand-writing. The follow-  
ing will be added to the Certificate given when a Soldier is com-  
mitted to the Military Prison and must also be in the Medical Offi-  
cer's hand-writing, per General Order No. 2, of the 18th May,  
1855.

“And that his present appearance and previous medical history  
“both justify the belief that hard labour employment will neither  
“be likely to originate nor reproduce disease of any description.”

When the Certificate shows that the prisoner is unequal to labour requiring much bodily exertion, the Medical Officer will be extremely careful to particularize on the form of commitment, the grounds on which he considers the prisoner unfit for the ordinary hard labour of the prison. Per Circular Memorandum, dated Horse Guards, 31st July, 1848.

*Form No. 22.*

ROYAL CANADIAN RIFLES.

LIST of men reported sick

(Place and Date.)

Company.	Regimen- tal No.	Rank and Names.		If for any duty.	How disposed of, and remarks by the Surgeon.

JAMES LINDEN,  
*Barrack Orderly Corporal, R. C. Rifles.*

*Form No. 23.*

ROYAL CANADIAN RIFLES.

MEDICAL REPORT of the health of Prisoners confined in the Regimental Guard Room.

(Place and Date.)

Company.	Regimen- tal No.	Rank and Names.		Nature of Crime.	Surgeon's Re- marks as to health, &c.

JOHN SCOTT, *Serjeant,*  
*Comm'g Reg'l B'k Guard.*

THOMAS LAW, *Surgeon,*  
*R. C. Rifles.*

## Form No. 24.

## DETACHMENT R. C. RIFLES.

## DEATH REPORT

(Place and Date.)

Regimen- tal No.	Name.	Co.	Disease.	Admitted.	Time of Death.

(Signature of the Medical Officer in charge.) \_\_\_\_\_ { Com'g Detachment  
R. C. Rifles.

N.B. To be forwarded to Head Quarters Orderly Room after the death of a Soldier.

## Form No. 25.

## ROYAL CANADIAN RIFLES.

Captain \_\_\_\_\_ 's Company, or No.

I certify that the Service Ammunition belonging to the Men of my Company has been removed from the pouches and lodged in the Regimental Magazine, previous to the issue of Blank Ammunition.

(Place and Date.) \_\_\_\_\_ { Captain  
Comm'g Company.

## Form No. 26.

## FORM OF ADDRESS on Soldier's Letter.

From No. 2930. Thomas Atkins, Private, R. C. Rifles.	
<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; transform: rotate(45deg);"></div>	<div style="border: 1px dashed black; padding: 5px; display: inline-block;">1 Cent Stamp.</div> <div style="border: 1px dashed black; padding: 5px; display: inline-block; margin-left: 20px;">1 Cent Stamp.</div>
	<p>To James Atkins Carpenter, 20 Horse-shoe Lane, London, England.</p>
<p>Commanding R. C. Rifles.</p>	



## Form No. 27.

## ROYAL CANADIAN RIFLES.

ROLL OF MEN belonging to the 2nd class.

(Place and Date.)

Reg'l No.	Rank and Names.	Com'y	Date of degradation to 2nd class.	Date of restoration to 1st class.	Remarks.

## Form No. 28.

## ROYAL CANADIAN RIFLES.

Captain

's Company, or No.

NOMINAL ROLL of N. C. Officers and Men supplied with clothing for the year commencing 1st April, 18

(Place and Date.)

Regimental No.	Rank and Names.	Cap.	Tunic.	Trowsers.	Prs. Boots.	Leather Leggings.	Shooting Bagges.	Good Conduct Badges.	Chevrons.	Remarks.

JOHN DILL, Captain,  
Comm'g Company.

## Form No. 29.

## DETACHMENT ROYAL CANADIAN RIFLES.

AMOUNT DUE FOR POSTAGE by the Adjutant for the month of  
18  
(Place and Date.)

Date.	Letters Posted or received.		Amount.		Remarks.
	From whom.	To whom.	Dls.	Cts.	

JAMES YOUNG, Corporal,  
Letter Carrier.

## Form No. 30.

## ROYAL CANADIAN RIFLES.

Captain 's Company, or No.

I certify that during my tour of duty as Company Orderly for the past week, I daily inspected the cooking stoves in use by the married men of the Company, and found them clean and in good order (or as the case may be).

(Signed,)

WILL SCOTT, Corp'l.  
Company Orderly.

(Place and D

## Form No. 31.

## ROYAL CANADIAN RIFLES.

Captain 's Company, or No.

EVENING PARADE STATE.

(Place and Date.)

Distribution.	Sergeants.	Corporals.	Buglers.	Privates.
Present on Parade .....				
Absent without leave .....				
Total .....				

THOMAS FRENCH, Sergeant,  
Company Orderly.

## Form No. 82.

## ROYAL CANADIAN RIFLES.

*Captain* \_\_\_\_\_ 's Company, or No.  
Report of men marked for inattention in the ranks, &c.

(Place and Date.)

Reg't No.	Rank and Names.	By whom reported.	Remarks and Extra Drill ordered.

JAMES LEE, (rank)  
Company Orderly.

GEORGE SANDS, (rank)  
Comm'g Company.

## Form No. 83.

## DUTY ROSTER.

*Captain*

's Company, or No.

Regimental No.	Rank and Names.		Escorts and Guards.			Regimental Fatigues.			Picquets.			Company Cook.			Paid working parties.		
			(B)			(B)			(B)			(B)			(B)		
		A	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C

- A. Enter the whole of the N. C. Officers names first, by seniority, followed by an alphabetical roll of the Privates.  
B. Here enter the month and year.  
C. Here enter the date opposite each man's name.

*Form No. 84.*

FORM OF CARD for ammunition in the men's pouches.

<div style="border-top: 2px solid black; width: 80%; margin: 0 auto; position: relative;"> <span style="position: absolute; left: -10px; top: -5px;"> </span> <span style="position: absolute; right: -10px; top: -5px;"> </span> </div> <p style="font-size: 1.2em;">No. 2789. G. S.</p> <p style="font-size: 1.2em;">No. 900.</p> <div style="border-top: 2px solid black; width: 80%; margin: 0 auto; position: relative;"> <span style="position: absolute; left: -10px; top: -5px;"> </span> <span style="position: absolute; right: -10px; top: -5px;"> </span> </div>
--

The above will be on a card 2 inches square. The two heavy lines near the top and bottom represent a piece of tape passed through holes near the edge of the card for the purpose of tying it on the ammunition. The first number is the soldier's regimental number, followed by the initials of his name, the second is the number of his arms and accoutrements.

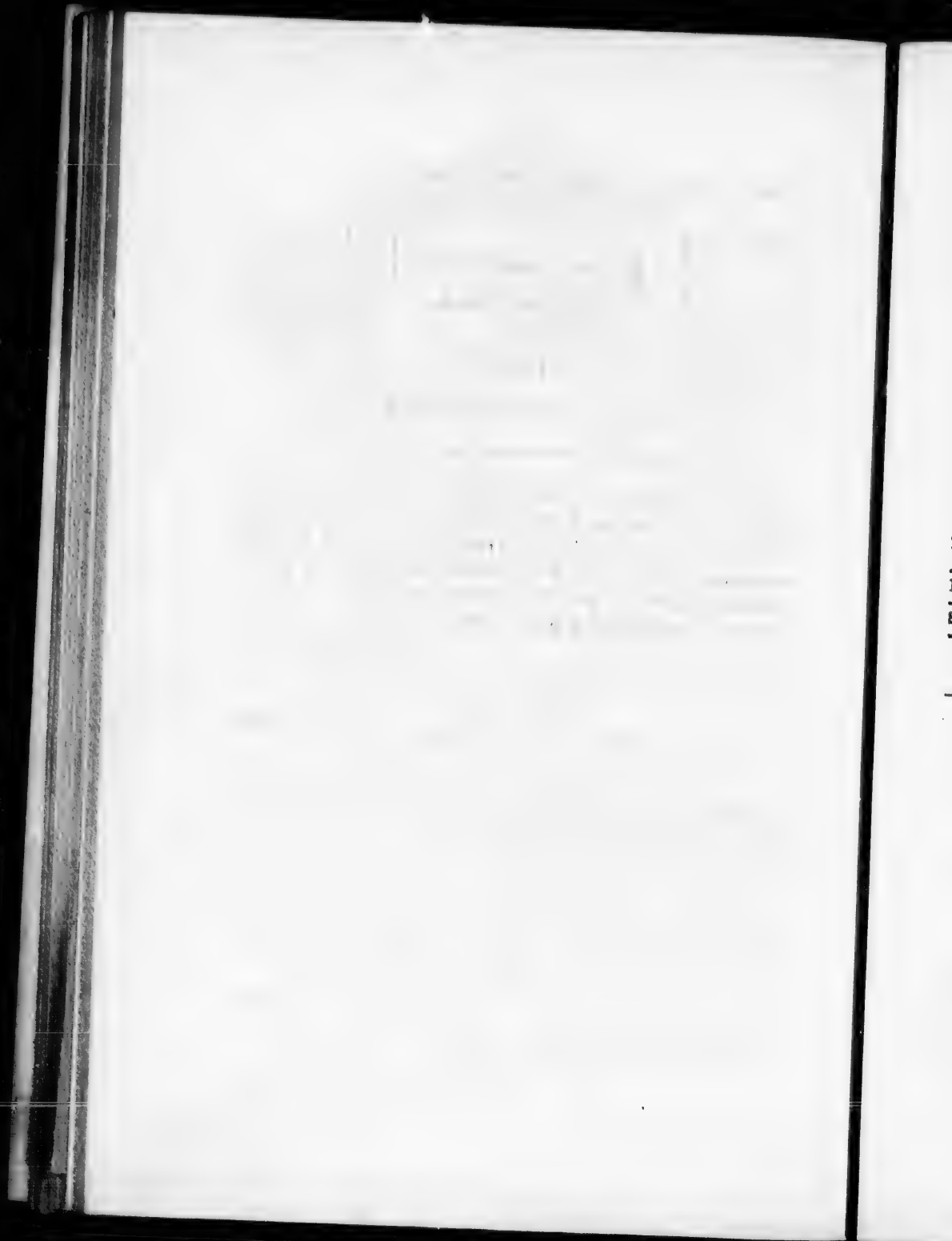
*Form No. 35.**Captain M. N.'s Company, or No.*

I certify that the ammunition in possession of the men of my Company, has been regularly inspected, during the past week when there were morning parades with Arms and Accoutrements; and found to be in a servicable condition.

I also certify that the Arms, in possession of the men, as well as the spare Arms in the Chest, have been duly inspected and found in good order, and the instructions for cleaning Arms, as detailed in the Musketry Regulations, have been strictly complied with.

(Signed,) M. N. Captain,  
Comm'g No. Company.

N. B. To be rendered every Monday morning.



## Form No. 86.—1st Page.

## ROYAL CANADIAN RIFLE REGIMENT.

## FIELD STATE.

(Place and Date.)

Distribution.		F. Officers.	Captains.	Subalterns.	Staff.	Serjeants.	Buglers.	R. and file.	Explanation as to Absentees.	F. Officers.	Captains.	Subalterns.	Staff.	Serjeants.	Buglers.	R. and file.
Present.	Under Arms....								On Detachment...							
	Musicians.....								On Duty.....							
	Acting Buglers..								Att'g Off'r's Mess.							
	Lance Serjeants.								Attend'g Hospital.							
	Attending Drill..								Absent { With leave..							
	Orderlies.....															
	Lads and Boys..								Without leave							
	Absentees.....								Sick.....							
	Effectives.....								Cook.....							
	Wanting.....								Staff employ.....							
	Establishment.....								Prisoners.....							
	Supernumeraries.....								Staff Servants....							
									Garrison employ.							
									Regimen'l employ.							
									Await'g discharge							
									Sick in Quarters..							
									Batmen.....							
									Total..							

Comm'g  
R. C. Rifles.

These States will on all occasions be made out on a Card 6 inches by 4 in size.



Form No. 87—1st Page.

## ROYAL CANADIAN RIFLES.

Captain

's Company, or No.

## DUTY STATE.

(Place and Date.)

DISTRIBUTION.		Sergeants.	Corporals.	Buglers.	Privates.
Absentees and Employed Men.	Present fit for Duty { Full Ranks .....				
	{ Lance Sergeants .....				
	{ Lance Corporals .....				
	Attending Recruit Drill .....				
	" Musketry Instruction .....				
	Pioneers .....				
	Musicians .....				
	Sick { In Hospital .....				
	{ Convalescents .....				
	Attending Hospital .....				
	" Officers' Mess .....				
	Regimental Employ .....				
	Servants .....				
	Batmen .....				
	Company Cooks .....				
	Tailors .....				
	In Garrison or Barrack Cells .....				
	In Military or Civil Prison .....				
	Garrison Employ .....				
	Queen's Works .....				
	Look Out Duty .....				
	On Escort Duty .....				
	On Furlough .....				
	Absent without Leave .....				
Total at Head Quarters .....					

Comm'g Company.

*Form No. 37—2nd page.*

**ABSENTEES AND EMPLOYED MEN.**

At Recruit Drill.  
Musketry Instruction.  
Pioneers.  
Musicians.  
Sick { In Hospital.  
      { Convalescent.  
Attending Hospital.  
      " Officers' Mess.  
Regimental Employ.  
Servants.  
Batmen.  
Cooks.  
Tailors.  
In Garrison or Barrack Cells.  
In Military or Civil Prison.  
Garrison Employ.  
Queen's Works.  
Look Out Duty.  
Escort Duty.  
On Furlough.  
Absent without leave.

*Form No. 38.—1st Page.*  
**ROYAL CANADIAN RIFLES.**

MORNING PARADE, *State of Capt.*

*'s Company or No.*  
*(Place and Date.)*

DISTRIBUTION.	Captain	Lientenants.	Ensigns.	Sergeants.	Corporals.	Buglers.	Privates.	ATTACHED.				
								Staff Sergeants.	Sergeants.	Corporals.	Buglers.	Privates.
Under Arms .....												
Attending Drill.....												
Pioneers .....												
Musicians.....												
Total on Parade.....												
On Guard .....												
For Guard .....												
Sick { In Hospital.....												
{ In Quarters.....												
Attending Hospital.....												
" Officers' Mess....												
Regimental Employ.....												
Fatigue .....												
Servants.....												
Batmen .....												
Cooks and Sweepers.....												
Tailors.....												
Shoemakers.....												
Prisoners in Guard Room....												
In Garrison or Barrack Cells.												
On Pleasure Pass.....												
On Working Pass.....												
Garrison Employ.....												
Queen's Works.....												
Look Out Duty.....												
On Escort Duty.....												
On Furlough.....												
Absent with Leave.....												
" without Leave.....												
Total at Head Quarters....												
On Detachment.....												
On General Leave.....												
Absent without Leave.....												
In Military or Civil Prison...												
Awaiting Discharge.....												
Total Effectives .....												
Wanting to Complete.....												
Establishment .....												
Supernumeraries.....												

Comm'g Company.

*Form No. 38—2nd page.*

**ABSENTEES.**

*Sergts. L. Sergts. Corporals. L. Corpls. Privts.*

On Guard.  
For Guard.

Sick { In Hospital.  
          { In Quarters.

Attending Hospital.

“ Officers’ Mess.

Regimental Employ.

Fatigue.

Servants.

Batmen.

Cooks and Sweepers.

Tailors.

Prisoners in Guard Room.

“ Garrison or Barrack Cells.

Pleasure Pass.

Working “

Garrison Employ.

Queen’s Works.

Look Out Duty.

Escort Duty.

On Furlough.

Absent with leave.

“ without leave.

F. CLAY, *Lance Serjeant,*  
*Company Orderly.*

Form No. 39.

## ROYAL CANADIAN RIFLES.

NOMINAL RETURN of men transferred from Captain \_\_\_\_\_

\_\_\_\_\_ 's Company, or No. \_\_\_\_\_, to Captain

's or No.  
(Place and Date.)

Regimental No.	Rank and Names.	Pay.		Date to which Settled with.	Balance.		Under Forfeiture by Court Martial and Daily Amount.	Gratuity Men, "Yes," or "No."	Statement of Accounts.	Company Defaulters Sheet.	Savings Bank Transfer Statement, Form A.	Savings Bank, Gratuity Statement, Form E.	Musketry Instruction, Form M.	Monthly Subscription to Benevolent Fund.	£ s d	Balance in Winter Clothing Fund up to Date.	Married or Single, M. or F.	If on Rations, 'Yes,' or 'No.'	No. of Arms and Accoutrements.	Number.	Marked.	Issued.	Great Coats.
		Ordinary.	Good Conduct.		Debts.	Credits.																	

N.B.—On the back of the Return enter the Names of Women and Children on Rations and not on Rations separate. Or any other remarks necessary, and which are not included on the face of the Return.

\_\_\_\_\_ { Comm'g Company.

Form No. 40.

ROYAL CANADIAN RIFLES.

Account of Winter Clothing Money of Captain  
March 18

's Company, or No.

, from 1st October 18 to 31st  
(Place and Date.)

122

Regimental No.	Rank and Names.	Balance remaining in Fund, 31st March.		Amount Allowed 1st October, 18		Total Amount in Fund 1st October, 18		Amount expended.										Remarks.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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Comm'g Company.

[illegible]

## Form No. 41.

**ROYAL CANADIAN RIFLES.**

's Company, or No.

***(Place and Date.)***

[illegible]

ALFRED HALL, Captain,  
Comm'g Company.



## Form No. 42.

Captain K. L's Company, or No.

## NOMINAL LIST of Subscribers to Benevolent Fund. (Place and Date.)

Regimental No.	Rank and Names.		Amount.			Remarks.
			£	s	d	

(Signed,) K. L., Captain,  
Comm'g No. Company.

## Form No. 43.

Captain A. B's Company, or No.

## RETURN of Men completing their period of Service in 18

(Place and Date.)

Regimental No.	Rank and Names.		Rate of Pay.	Date of Com- pleting their Service.	Intended place of Residence.

(Signed,) A. B., Captain,  
Comm'g No. Company.

## Form No. 44.

Captain C. D's Company, or No.

RETURN OF MEN of the above Company, eligible for good conduct Medal, with gratuity. (Place and Date.)

Regimental No.	Rank and Names.		Amount of Service to 31 March 18.		No of Entries in Companies D. Book.	General Character.	Remarks.
			years.	days.			

(Signed,) C. D., Captain,  
Comm'g No. Company.

## Form No. 45.

RETURN of Company Books, &c., required by Captain J. H's Company, or No. for the year ending 18 (Place and Date.)

Number Required.	Description.
	Company Ledger. Order or Day Books. Defaulters' Book. Sheets for do. Quires. Soldiers' Pocket Ledgers. Settlement Sheets for do. Squad Roll Books. Standing Order Books.

(Signed,) J. H., Captain,  
Comm'g No. Company.

## Form No. 46.

Captain A. B's Company, or No.

## MUSTER ROLL.

(Place and Date.)

No.	Regimental No.	Rank and Names.		Remarks.

(Signed,) A. B., Captain,  
Comm'g No. Company.

## Form No. 47.

Captain C. D's Company, or No.

NOMINAL List of Non-Commissioned Officers and Men recommended  
for permission to sleep and reside out of Barracks, from to  
(Place and Date.)

Regimental No.	Rank and Names.		Remarks.

(Signed,) C. D., Captain,  
Comm'g No. Company.

## Form No. 48.

Captain E. F.'s Company, or No.

NOMINAL List of Non-Commissioned Officers and men recommended  
for leave to work from 1st to 31st (Place and Date.)

Regimental No.	Rank and Names.		Name and Address of the party employing the Soldier.	Description of Work.	Remarks.

The above named N. C. Officers and men of the Company under my command, having produced the usual working requisition, and being 30 days clear of punishment, are recommended for leave to work when not required for duty or parade.

(Signed,) E. F., Captain,  
Comm'g No. Company.

## Form No. 49.

RETURN of men of  
Good Conduct

G. H.'s Company, or No. claiming  
the Month of (Place and Date.)

Regimental No.	Rank and Names.		Rate of G. O. Pay in Possession.	Date from which the claims is made.	Signature of the Soldier preferring the claim.

(Signed,) G. H., Captain,  
Comm'g No. Company.

*Form No. 50.*  
*No.                      Company.*

ESTIMATE of the Quantity of necessities required for the year ending

Cotton Shirts.	
Flannel Vests.	
Guernsey Frocks.	
Serge Drawers.	
Socks, prs.	
Towels.	
Mitts, prs.	
Braces, prs.	
Tartan Yards.	
Sergeant's Forage Caps.	
Privates        "        "	
Tins Blacking.	
"        Brass Ball.	
Mess tins.	
Mess tin covers.	
Razors.	
Knife, Fork, and Spoon.	
Shoe Brushes.	
Cloth Brushes.	
Combs.	
Stocks and Claps.	
Cap Bugles.	
Shaving Brushes.	
Fur Caps.	
Winter Mitts.	
Knapsacks.	
Heldalls.	
Hair Brushes.	

(Signed,) *J. G., Captain,*  
*Comm'g No.        Company.*

No.	Company.
1	...
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100	...

(Signed,)

\_\_\_\_\_ { Comm'g,  
No. Company.

WINTER CLOTHING from \_\_\_\_\_ to \_\_\_\_\_ Roll of Captain J. W's Company, or No. \_\_\_\_\_  
(Place and Date.)

(Signed,) J. W., Captain,  
Comm'g No. Company.





**Form No. 55.**  
**RETURN OF ACCOUTREMENTS AND APPOINTMENTS** in possession, and wanting to complete the above Company at this date.

	For Staff Serjeants.				For Serjeants.		For Buglers.		For Rank and File.		For Pioneers.		Remarks
	For Staff Serjeants.	For Serjeants.	For Buglers.	For Rank and File.	For Pioneers.	For Pioneers.	For Pioneers.	For Pioneers.	For Pioneers.	For Pioneers.	For Pioneers.		
In possession last Return													
Since received													
Total in possession last return and received since													
Worn out since last return.													
Since transferred													
Lost by neglect													
Lost by desertion													
Total in possession at the date													

(Place and Date.)

(Signed) **H. D. Captain**  
**Company No. Company.**

Rifles.  
 Nipple Wrenches with Cramps.  
 Nipple Wrenches without Cramps.  
 Sing Sword Belts.  
 Waist Hooks.  
 Swords and Scabbards.  
 Sword Knots.  
 Pouches.  
 Pouch Belts.  
 Waist Belts with sliding Frogs.  
 Waist Hooks.  
 Field Buglers.  
 Bugle Strings.  
 Pouches, large.  
 Pouches, small.  
 Pouch Belts.  
 Waist Belt with sliding Frog.  
 Waist Hooks.  
 Root Spikes.  
 Shovel.  
 Pick-axe.  
 Spades.  
 Broad Axe.  
 Hand Axe.  
 Saw.  
 Crow-bar.  
 Hammer, claw, large.  
 Auger.  
 Chisel.  
 Cold Chisel.  
 Rife Saw.  
 Bill-hook.  
 Gun Spikes.  
 Swords, Saw buck and Scabbard.  
 Waist Belt with Hooks and Frogs.  
 Shovel and Bell.  
 Pick-axe.  
 Spade and Belts.  
 Pulling Axe.  
 Broad & Hand Axe with Belts.  
 Crow-bar with Chain and Outrigger.  
 Small Tools with Belts.  
 Bill-hook.  
 Saw and Hand Axe with Belts.

Cases Black Leather for

## Form No. 56.

Captain P. Q.'s Company.

## RETURN OF GREAT COATS in possession.

(Place and Date.)

Date of Issue.		Serjeants.	Other Ranks.	Condition.	Serjeants.	Other Ranks.
Marked	18	....		Unserviceable marked 18		
	18	....		" " 18		
	18	....		" " 18		
	18	....		" " 18		
	18	....		" " 18		
				Total unserviceable .....		
				" serviceable .....		
Total in possession ...				Total in possession .....		

(Signed,) P. Q., Captain,  
Comm'g No. Company.

## Form No. 57.

Captain P. Q.'s Company.

## SIZE ROLL.

(Place and Date.)

Reg'l. No.	Rank and Names.		Height.		Breast.	Waist.	Boots.	Remarks
			Feet.	Inches				

(Signed,) P. Q., Captain,  
Comm'g No. Company.

y.

Date.)

marks

y.

(Place and Date.)

Officers' Wives.	Children.		Total Children.	Officers' Female Servants.		
	Above 10 years.	Under 10 years.		Soldiers' Wives.	Private Servants.	Total of Female Servants.

marks

Soldiers' Families.	Wives of			Total Wives of N. C. Officers and men.	Soldiers' Children.		
	Staff Serg'ts.	Serg'ts.	Drummers Rank and File.		Sexes.	Above 10 years.	Under 10 years.
Receiving Rations, or allowance for such..							
Entitled to Rations as vacancies occur..					Males.		
Joined without leave					Females		
Total..					Total.		

y.

[illegible]

Form No. 58—2nd page.

## Occupation of Barracks.

Distribution.	Captains.	Subalterns.	Staff Sergeants.	N.C. Officers and men	Wives.			Sergeants in separate rooms.	Married Soldiers.	Patients.	Schoolmasters.	Schoolmistress.	Hospital Sergeant.
					Staff Sergeants.	Sergeants.	R. R. and File.						
Total..													

## Alterations in Great Coats.

Date.	Names.	Remarks.	Sergeants.	other Ranks.
		In possession last Return.		
		Since receiv'd		
		Remaining in possession.		

(Signed,)

J. W., Captain,  
Comm'g Company.

## Form No. 59.

Captain C. D's Company, or No.

AMOUNT remaining in Deposit in Regimental Savings' Bank with interest thereon to 31st December, 18

(Place and Date.)

Regimental No.	Rank and Names.		Amount.			Remarks.
			£	s.	d.	

(Signed,) C. D., Captain,  
Comm'g No. Company.

N.B.—Deposits to "Friendly Society" and "Gratuity" will be designated as such in the column of remarks in red ink.

## Form No. 60.

Captain J. W's Company, or No.

RATION RETURN.

(Place and Date.)

Distribution.	Men.	Wo- men.	Children.		Rations.		Remarks.
			at ½	at ¼	To pay for.	Free.	
In Mess,.....	12						
In Store,.....	45	48	76	75	57	68	122
Band Mess,.....	2				2		
In Hospital,.....	/						
Confinement, .....	/						
On Pass or Furlough	2						
Total.....							

(Signed,) J. H., Color Serjeants,  
No. Company.

## Form 61.

No.	Company.
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**RETURN of persons drawing rations from store.** (Place and Date.)

[illegible]

\* To contain as many columns as there are issues in the month.

(Signed,) B. T., *Color Sergeant,*  
No. *Company.*

## Form No. 62.

*Captain W. H's Company, or No.*

NOMINAL LIST of Men claiming compensation for clothing not issued.  
(Place and Date.)

(Place and Date.)							
Regimental No.	Rank and Names.		Description of claim.	Amount.			Remarks.

(Signed,) W. H., Captain,  
Comm'g No. Company.

## Form No. 63.

Detailed Statement of the circumstances of No. Private  
 Thomas Atkins, or of Mrs. Atkins, widow of the late Thomas Atkins,  
 of the Company under my command, an applicant for relief from the  
 Benevolent Fund.

Joined my Company

Debt on joining

Amount paid for necessities supplied since (or }  
*within the last 12 months, if over that time in the*  
*Company.*)

Daily rate of pay, less rations

His family is (or is not, as the case may be,) on rations.

Privilege to work.

Has been a subscriber to Benevolent Fund since

Has had (or had not any, as the case may be,) relief from the  
 Benevolent Fund before, amounting to

General character of both parents

Apparent cause of distress

Number of children and their ages

Recommended (or I cannot recommend any relief to be given, as  
 the case may be.)

(Signed,) A. B., Captain,  
 R. C. Rifles.

(Place and Date.)

N. B.—The foregoing statement of circumstances will in all cases  
 be submitted to the Officer Commanding, and be by him referred  
 to a Detachment Committee, if on Detachment; if at Head Quarters,  
 to the Regimental Committee as provided for in Article 4 and 6 of  
 the Benevolent Fund Regulations.

The Regimental Committee will report in the following manner :

## Form No. 64.

We, the Regimental (or Detachment as the case may be) Com-  
 mittee, to whom was referred the application of No. Private  
 Thomas Atkins, (or Mrs. Atkins, widow of the late Thomas Atkins,  
 as the case may be) of Captain A. B's Company, or No. for  
 relief from the Benevolent Fund, respectfully beg leave to report,

that having taken into consideration the detailed statement of circumstances together with the Captain's recommendation, would respectfully recommend that the sum of £      be given to assist in present distress. (*Or taking into consideration the detailed statement of circumstances, together with the Captain's having declined to give his recommendation, would respectfully state that they cannot recommend any relief to be given in this case.*)

(Signed,)      A. F.      President.  
(Place and Date.)      Members.

The above report, together with the detailed statement will be laid before the Commanding Officer, for his decision.

If the applicant is on Detachment, the whole will be forwarded by the Officer Commanding, at the post, to the Commanding Officer at Head Quarters, and will by him be referred to the Regimental Committee, who will report in the following form:

---

*Form No. 65.*

We, the Regimental Committee, to whom was referred the report of a Detachment Committee assembled at      on the in the case of No.      Private Thomas Atkins, (*Or Mrs. Atkins, widow of the late Thomas Atkins, as the case may be*), of Captain A. B.'s Company, or No.      beg leave respectfully to (*either recommend the adoption of the Detachment Committee's report, or or a smaller or larger sum, as they may seem fit.*)

(Signed,)      A. B., President.  
(Place and Date.)      Members.





Form No. 66—2nd page.

## ALTERATIONS since last Return.

	F. Officers.	Captains.	Subalterns.	Staff.	Serjeants.	Buglers.	Rank and File
Joined .....							
Transferred .....							
Promoted .....							
Reduced .....							
Increase .....							
Left .....							
Dead .....							
Deserted .....							
Discharged .....							
Promoted .....							
Reduced .....							
Decrease .....							

Form No. 67—1st part.

ROYAL CANADIAN RIFLE REGIMENT.

DETACHMENT Store Account.

(Place and Date.)

	Ammunition.		Part worn Clothing.				New Clothing.						Great Coats.		Buffaloes		
	Practice	Service.	Serjeants.	Buglers.	Rank & File.	Serjeants.	Buglers.	Rank & File.	Caps.	Tunics.	Trowsers.	Boots.	Serjeants.	Other ranks.	Watch coats.	Skins.	Coats.
In possession last Return.	Blank.	Ball.	Caps.	Caps.	Cap Cases.	Boots.	Trowsers.	Caps.	Tunics.	Boots.	Trowsers.	Caps.	Tunics.	Boots.	Trowsers.	Caps.	Tunics.
Since received..																	
Total.....																	
Issued.....																	
Remaining in possession....																	

*Form No. 67—2nd part.*  
NECESSARIES.

Prices..		
In possession last Return..		
Since received.		
Total...		
Issued....		
Remaining in possession...		
Cotton Shirt.		
Flannel Vests.		
Guernsey Rock.		
Serge drawers.		
Pairs Socks.		
Towels.		
Mitts, Pairs.		
Braces, Pairs.		
Tartan yards.		
Pvt's green cloth.		
Serjt's forage cap.		
Privates do		
Tins of blacking.		
Tins of brass ball.		
Mess Tins.		
Mess Covers.		
Razors.		
Knife, fork, spoon.		
Shoe brushes, prs.		
Cloth brushes.		
Combs.		
Stocks.		
Cap Bugles.		
Shaving Brushes.		
Fur Caps.		
Winter Mitts.		
Knapacks.		
Holdalls.		
Hair Brushes.		
Canteen & Cover.		
Stocks and clasps.		
Tartan trousers.		

(Signed,) R. M. M., Comm'g Detachment R. C. Rifles.

DET

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LIST

Regimental No.

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## Form No. 67—3rd part.

## DETACHMENT Store Account.

Civil Servants.	Women.	Children.	Horses.	Remarks.

LIST of men to whom Regimental Clothing has been issued during the past month.

Regimental No.	Rank and Names.	New Articles.								Part worn Articles.								Remarks.
		Company.	Caps.	Tunic.	Trowsers.	Boots.	Leather leggings.	Shooting badges.	G. conduct badges.	Chevrons.	Cap.	Tunic.	Trowsers.	Boots.	Leather leggings.	Shooting badges.	G. conduct badges.	

N. B.—Here enter any remarks that may be necessary in explanation of any part of the Return.

The above account of "clothing issued," is only applicable to casual supplies. Form No. 28 being supplied by companies, when the annual issue is made.



Comm'g

*Detachment R. C. Rifles.*

**Form No. 68—2nd page.**

ROYAL CANADIAN RIFLES.

### MONTHLY RETURN OF DEFAULTERS during the Month of

**(Place and Date.)**

[illegible]

Comm'g

*Detachment R. C. Rifles.*





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## Form No. 69.

DETACHMENT ROYAL CANADIAN RIFLES.

### RETURN OF STATIONERY required for the six Months ending

**(Place and Date.)**

	Total..
In hand.....	
Required.....	
Footscap, Quires.	
Note Paper, Quires.	
Demy, Sheets.	
Blotting, Sheets.	
Cartridge, Sheets.	
Quills.	
Steel Pens, Boxes.	
Pen Knives.	
Sticks of Sealing Wax.	
Pieces of Tape.	
Lead Pencils.	
Boxes of Wafers.	
Pieces of India Rubber.	
Black Ink Powders.	
Pint Bottles Red Ink.	
Rulers.	
Official Envelopes.	
Note Envelopes.	
Pen Holders.	
Order Books.	
Letter Books.	
Guard Books.	

{ Major, R. C. Rifles,  
Comm'g Detachment.

## Form No. 70.

## DETACHMENT ROYAL CANADIAN RIFLES.

## QUARTERLY RETURN OF MARRIAGES AND BAPTISMS

(Place and Date.)

Rank and Names.	B or W	Christian and surname of Women.	S or W	Place of Marriage.	Date of Marriage.	Names of two Witnesses.	Name of Clergyman.

Abbreviations.—B Bachelor; W Widower; S Spinster; W Widow.

## BAPTISMS.

Date of the Child's Birth.	Place and Date of the Child's Baptism.		Christian name of the Child.	Parents Names.		Rank of the Father.	Name of the Chaplain or other Clergyman by whom the ceremony was performed.
	Place.	Date.		Christian.	Surname.		

Comm'g Detachment R. C. R.

**Form No. 71.**

**DETACHMENT OR COMPANY ROYAL CANADIAN RIFLES.**

**HALF YEARLY RETURN of Men about to be discharged from the Royal Canadian Rifle Regiment, and wishing to be registered for employment.**  
(Place and Date.)

Names.	Rank or good conduct marks.	Occupation prior to enlistment.	Length of Service.	Married or Single.	No. of Children.	Religion.	Probable Pension.	Age.	Height.	Personal appearance.	Education.	Character.	What employment fitted for.	Remarks.

{ Comm'g Detachment, R. C. Rifles.

## Form No. 72.

## DETACHMENT ROYAL CANADIAN RIFLES.

RETURN of Men belonging to the Royal Canadian Rifles, stationed  
at inspected by a Medical Board and found unfit  
for the Service of the Regiment. (Place and Date.)

Reg'tl No.	Rank and Names.	Disease.	Intended place of residence.	Fit for Home duty or totally unfit.	Remarks.

{ Signature of the  
Medical Officer.

{ Signature of the  
Com. Officer.

## Form No. 73.

## DETACHMENT ROYAL CANADIAN RIFLES.

LIST of Women and Children proceeding to England with their  
husbands, as also Widows and Children of deceased soldiers.

(Place and Date.)

Women's names.	Her husband's			No. of children not ex- ceeding 14 years of age.	Place to which going.	On what account sent home.	Remarks.
	Name.	Rank.	Comp'y.				

Comm'g Detachment.

N. B.—On the back of the Return of women and children proceeding to England, the names and date of birth of children must be entered, and also a description of all widows, giving height, colour of hair and eyes, apparent age and complexion.

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## Form No. 75.

Captain \_\_\_\_\_'s Company, or No.  
 LIST OF NECESSARIES required from the Regimental Store.

(Place and Date.)

	Description of Articles required.												Remarks.
Price .....													
Number required.													

{ Captain,  
 Comm'g Company.

## Form No. 76.

## ROYAL CANADIAN RIFLES.

Captain \_\_\_\_\_'s Company, or No.

No. Private Thomas Atkins of the Company under my command having produced the usual requisition for leave to work, and being 80 days clear of punishment, is recommended for the indulgence from this day to (*last day of month*) when not required for duty or parade.

(Place and Date.)

{ Captain,  
 Comm'g Company.



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Form No. 78—1st page.

Captain                      's Company, or No.

QUARTERLY Return of past Service, Age, Country, Religion, Good Conduct, Pay drawn, Size, terms of Service yet unexpired, Bibles, Prayer Books, &c., in possession. Number of men instructed in Great Gun drill.

(Place and Date.)

Past Services.	S	B	C	P	Total.	Number of each Country.	Officers.	S	B	C	P	Total exclusive of Officers.
Upwards of 21 years.												
From 19 to 21 "												
" 15 to 19 "						English...						
" 10 to 15 "						Scotch....						
" 5 to 10 "						Irish.....						
Under 5 years.												
Total.						Total						
Ages.						Religious Persuasions.						
	S	B	C	P	Total		Officers.	N. C. Officers and Privates.				
Under 18 years.												
From 18 to 19 "												
" 19 to 20 "												
" 20 to 25 "												
" 25 to 30 "												
" 30 to 35 "						Episcopalians....						
" 35 to 40 "						Presbyterians....						
" 40 to 50 "						Roman Catholics.						
Upwards of 50 "												
Total						Total						

GOOD CONDUCT REWARDS WORN BY CORPORALS, BUGLERS, AND PRIVATES.

Enlisted before the 1st September, 1836.							Enlisted after the 1st September, 1836.	
Length of Service after 18 years of age.	Total number of men.	No. of Men wearing G. C. Badges, with or without pay.						Total No. of Men.
		1	2	3	4	5	6	
Under 5 years.								
5 and under 10 "								
10 and under 15 "								
15 and under 20 "								
20 and under 25 "								
25 and under 30 "								
30 and upwards.....								
Total..								

Terms of Service yet unexpired.				Number of each Size.				Instructed in Great Gun drill.	
								Rank	Number.
	S	B	O	P		S	B	C	P
Unlimited Service					6 feet and upwards.				
Having to complete					5 " 11 "				
11 years.					5 " 10 "				
10 "					5 " 9 "				
9 "					5 " 8 "				
8 "					5 " 7 "				
7 "					5 " 6 "				
6 "					5 " 5 "				
5 "					Under.....				
4 "									
3 "									
2 "									
1 "									
Less than 1 "									
Total..					Total..				

No. in possession 1st of present quarter.	No. received during the pre- sent quarter.	No. lost taken away by men discharged or transferred to other corps.	No. now in possession.	Remarks.

*Comm'g*  
*No. Company.*

**Form No. 79—1st page.**  
**ROYAL CANADIAN RIFLES.**

ROYAL CANADIAN RIFLES.

### REPORT OF PRISONERS confined in the Regimental Guard Room,

**(Place and Date of mourning.)**

[illegible]

Comm'g Guard.



(Place and Date.)

*Comm'g Guard.*

(2) *more or less* frequently each as is reported or estimated here.)

[illegible]

N.B. When used, this Return will be on a sheet of paper,—the three first pages occupied by the above form, the fourth with small form of men who refuse to sign, the certificates, and endorsement.

Should any man object to sign his accounts his name will be entered here.

No.	Rank and Names.	Explanation.

ROYAL CANADIAN RIFLES.

*Company.*

*Captain*

Monthly Acquittance Roll  
and Return of Debts  
and Credits for  
18

*Captain.*

18

Montreal,

### MONTHLY CERTIFICATES.

1. I certify that every man present belonging to the Company under my command, and every man attached to it, is in possession of the prescribed "Soldiers' Account Book," that the accounts and entries are regularly kept therein, and that the balance of his daily pay is paid daily to single men and weekly to married men, and also that the rates of stoppages have not exceeded the limits prescribed by Her Majesty's Warrant.
2. I also certify that I have personally settled with every man present with the Company, or attached thereto, and that they have seen and signed their respective accounts in my presence, duly closed to the            day of           , and that they acknowledge them to be just as therein stated.
3. I further certify that I have seen and examined the necessaries of every man belonging to the Company, or attached thereto, (sick in Hospital and absent from Head Quarters excepted), at least once within this month, and that each man is efficiently complete in necessaries, agreeably to Her Majesty's Warrant, and that all such necessaries are marked in the form prescribed by the Standing Orders of the Regiment.
4. Finally, I certify that all accounts and bills for necessaries, provisions, washing, and other disbursements for the Company, have been duly paid and settled to the present date.

*Comm'g No.            Company.*

Page  
rest,"  
Page  
"Rev

### ERRATA.

Page 24—Foot note. For “Interest *or* accumulations of interest,” read “Interest *on* accumulations of interest.”

Page 93, Paragraph 70, second line. For “Revellie,” read “Reveill  .”

Absent

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Baggage

Band a

Baptis

Barrac

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Barrac

Beddin

Beds, a

"

Benevo

Bills, v



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